

Job Details

ADC DCC Advisor

Agency: DEPARTMENT OF
CORRECTIONS

Office:

Section:

Date Posted: 08/12/2020

Posting Expires:
08/19/2020

Summary

The Arkansas Department of Correction (ADC) / Department of Community Correction (DCC) Advisor is responsible for interviewing and counseling inmates in a correctional institution. This position is governed by state and federal laws and agency policy.

Typical Functions

Processes new inmates/residents by interviewing inmate/resident and reviewing records to determine classification, parole violations, and mental health history/status. Assigns inmate number. Counsels inmates/residents experiencing psychological, sociological, or family problems by discussing options and guiding inmates/residents in their decision making. Refers and/or recommends treatment programs as indicated by the mental health social history. Maintains inmate/resident counseling records, prepares reports, and may participate in mental health staffing to develop treatment plans for specific inmates/residents. Aides inmates in special programs, meetings, hobby crafts, college courses, or similar programs. Conducts psycho-educational group counseling for the inmate/resident population. Participates in mental health psychiatric clinic and may assist in maintaining the unit mental health med-log. Performs segregation reviews to assess inmates/residents on isolation/segregated status and make recommendations to the clinic supervisor/staff. Works with other staff in the correctional setting in responding to

Job Details

Position No.: 2208-3671

Class Code: M059C

Grade: GS05

Salary Range: \$32,405.00 - \$46,987.00 per
year

Background
check Yes
required?

Job Type: Full Time

Location Information

Job City: Osceola, AR - Northeast AR
Center

Job
County/Region: Mississippi

Contact Information

Contact name: Rebecca Whitaker

Phone: 870.563.8330

Email: rebecca.whitaker@arkansas.gov

Options

[View printable version of this page](#)

[Apply for this job](#)

inmate/resident crises, providing continuity of care, and maintaining the unit safety and security. Performs other duties as assigned.

Special Job Dimensions

Knowledge, Abilities, and Skills

Knowledge of interviewing, and counseling methods and techniques. Knowledge of psychological and sociological elements affecting incarcerated individuals. Knowledge of the criminal justice system. Knowledge of agency security systems and operations. Ability to interview, observe, assess, and counsel inmates/residents. Ability to supervise and maintain security of inmates. Ability to prepare and maintain records and reports.

Minimum Education and/or Experience

The formal education equivalent of a bachelor's degree in psychology, sociology, social work, criminal justice or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Preferred Qualifications

Applicant must have a Bachelor Degree

Certificates, Licenses, Registrations

Agency Specific Information

The starting salary for this position is \$32,405.00. All salary offers are subject to approval by the Office of Personnel Management subject to authority provided by the state pay plan. College degree and/or transcripts and DD214/NGB-22 must be attached to your application for additional qualification processes. If you are not able to scan and attach to your application you can fax it to 870-850-8550 but please make sure you list the position number on

the document you are faxing. APPLICANTS MUST SUBMIT A COMPLETED STATE OF ARKANSAS APPLICATION. THE WORK HISTORY SECTION OF THE APPLICATION MUST BE COMPLETED OR IT WILL NOT BE CONSIDERED. PLEASE LIST ALL PRIOR JOBS ON THE STATE APPLICATION. NOTE: We do not accept faxed or printed applications. Other job related education and experience may be substituted for all or part of the minimum requirements upon review. The Department of Corrections is a drug free workplace.

[Apply for this job](#)