

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS TREATMENT OFFICER SUPERVISOR

POSITION CODE: 09865

Effective: 4-1-24

DISTINGUISHING FEATURES OF WORK:

Under direction, performs professional front line supervisory functions over corrections treatment officers providing a range of individual, group and social development services providing for the care, safety, well-being and personal development of adult individuals in custody— including geriatric and other specialized populations – with emotional, social, and or mental health issues and performing security and custodial duties; subordinates' treatment, safety and security assignments cover a variety of areas, including being in charge of a main gate. Participates as an active contributing member of a multidisciplinary treatment team.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises staff in an assigned work area and provides for coordination of treatment services and security/safety functions. Monitors and supports or instructs staff in providing appropriate and acceptable interaction between themselves and individuals in custody, by immediately reinforcing appropriate interactions, setting limits and correcting inappropriate communication and interactions. Maintains surveillance of a main gate; passes properly authorized individuals in custody, visitors, vehicles and employees.
2. Serves as a working supervisor; assigns and review work; provides guidance and training to subordinates; reassigns staff to meet day-to-day operating needs; approves time off; establishes annual goals and objectives; prepares and signs performance evaluations.
3. Serves as an active member of a multidisciplinary treatment team; utilizes professional educational and experience background to provide possible insight into service plans of individuals in custody.
4. Instructs and supervises corrections treatment officers in their duties; explains rules and regulations of the facility and assists them with non-routine problems/situations. Inspects corrections treatment officers arriving for duty; conducts roll call; periodically checks staff for vigilance and attentiveness to duty.
5. Arbitrates disputes of individuals in custody; investigates complaints; conducts special investigations as directed; makes recommendations to supervisor for improvement of treatment and security.

CORRECTIONS TREATMENT OFFICER SUPERVISOR (Continued)

6. Interprets facility policies, rules and procedures to subordinates; assists in planning and conducting in-service training for both the treatment and security aspects of their jobs; participates in regularly scheduled staff meetings.
7. Records the receiving and issuance of firearms, ammunition, gas supplies, keys and hazardous tools from the arsenal to authorized personnel. Supervises issuing supplies; maintains inventory of tools and equipment. Inspects cells, shops, yards and buildings for safety, security, cleanliness and sanitation.
8. Completes all required reports and notifies appropriate staff of issues, concerns and activities.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires successful completion of the Corrections Treatment Officer Training Program.

Requires two years' experience in a correctional facility or a related environment serving as a Corrections Treatment Officer, Correctional Officer, or any combination thereof.

NOTE: Experience as a Corrections Treatment Officer **Trainee** and/or Correctional Officer **Trainee** is not credited for this title.

Knowledges, Skills and Abilities

Requires extensive knowledge of behavioral problems and interventions required to foster appropriate behaviors.

Requires extensive knowledge of the nature and treatment of mental illness or developmental disability.

Requires extensive knowledge of bio-psycho-social aspects of mental illness and developmental disability.

Requires extensive knowledge of rules and regulations and specific procedures for carrying out work assignments.

Requires extensive knowledge of basic first aid and emergency response protocols in order to deal with emergency situations.

Requires ability to train and supervise employees and individuals in custody.

CORRECTIONS TREATMENT OFFICER SUPERVISOR (Continued)

Requires ability to think clearly and exercise forceful initiative in emergency or dangerous situations.

Requires ability to work with clients in an empathetic and understanding manner in order to engender cooperation in daily living activities and support the individual development process in accordance with the service delivery plan.

Requires effective communication with professional delivery staff.

Requires familiarity with the Mental Health Treatment Plan and participation in the Multidisciplinary Treatment Team.

Requires ability to communicate with individuals in custody in a manner that promotes cooperation in daily living activities and supports their recovery.

Requires ability to follow oral and written instructions, and regulatory requirements.

Requires ability to write reports, and maintain records, some of which require keyboarding skill.

Requires ability to monitor subordinate staff and provide training for assignments, practices, and techniques.

Requires physical agility and strength to stand and walk for up to three hours at a time, to run for short distances, and to provide physical intervention and control, as necessary, in order to protect and/or restrain individuals.

Requires possession of an appropriate valid driver's license.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level.