

## POSITION DESCRIPTION

**Position:** DOC Treatment Specialist  
**Reports to:** Western Wisconsin WDB Executive Director

**GENERAL DESCRIPTION:** Under the supervision of the Western Wisconsin WDB Executive Director, the Department of Corrections Treatment Specialist will manage the full scope of activities related to assisting incarcerated individuals with preparing and searching for employment at institution-based job centers.

### ESSENTIAL FUNCTIONS/TASKS

- Apply current program knowledge; performance goals; labor market information; internet-based tools; wage and trend information regarding high growth and high wage industries and occupations; workplace needs; worker skills, qualifications, and interests; career assessment, development, and planning strategies; and knowledge of the local, regional, and statewide labor market and business community needs to provide assisted self-service, case management, one-on-one, and group services to a variety of customers
- Provide liaison; coordination and provide services to incarcerated clients and institution staff, as well as serve as a conduit to other institutions and community-based programs/work release sites, and other state agencies. This position will facilitate follow-up and release planning services related to employment preparation to all clients enrolled in services
- comply with the Department of Correction's administrative rules and the agency's policies and procedures including those related to the department's overall reentry philosophy of using evidence-based strategies, practices, and programs
- Plan and develop career development programs for clients, including access to career related information and counseling services
- Perform intake activities including, but not limited to, reception, description of job center services, determining client eligibility for services and individual needs, and making referrals
- Educate clients on use of job center services and tools
- Administer and/or assist with assessment and development tools, testing programs, and other tools designed to help with career planning, referrals, and quality employment matching
- Develop curriculum and deliver training to individual or groups of clients on resume writing, interviewing skills, job retention, job search, and job advancement
- Monitor employment and vocational needs and progress of clients.
- Develop individual education and training plans and services for clients.
- Educate clients on skills, abilities, education, and knowledge required for a variety of occupations, challenges, and barriers to obtaining and maintaining employment specific to reentry clients, and wage and benefit information as well as growth (demand) for various occupations
- Maintains accurate and current knowledge on community resources in various areas of the state including employment and training opportunities to share with clients; provide information about resources and opportunities available in clients' release area
- Assess client's level of job readiness and identify education, employment, and needs with client input
- Help clients understand career values, awareness, decision-making processes, and connecting career development with job search and interview skills
- Administer standardized tests and career assessment tools
- Document provision of all services and other client data in software systems in a timely manner and in accordance with policies
- Maintain documentation on client progress and participation

- Attend training, staff, and committee meetings as requested
- Initiate referrals as needed
- Participate in service review/evaluation, client surveys, and quality improvement activities/strategies
- Other position related duties as assigned

#### **MINIMUM QUALIFICATIONS**

- Knowledge of the criminal justice system
- Knowledge of correctional best practices
- Knowledge of employment and training barriers for justice-involved individuals
- Knowledge of effective job search methods
- Knowledge of skills, abilities, and knowledge required for a variety of occupations
- Knowledge of community programs, program organizations, service providers, and community resources
- Knowledge of effective job interview techniques
- Knowledge of methods or assessments used to determine job readiness
- Knowledge of employment preparation steps including resume and cover letter writing skills.
- Knowledge of dynamics of human relations
- Knowledge of various cultural values (cultural awareness)
- Ability to effectively work with diverse populations
- Computer and software skills including, but not limited to, Microsoft Office applications/tools.
- Knowledge of various learning styles and effective teaching techniques for various styles; motivational interviewing techniques; effective tools for promoting behavior change
- Knowledge and/or experience providing mentoring, case management, or teaching new skills to individuals and/or groups
- Knowledge and ability to use problem-solving techniques
- Effective oral and written communication skills
- Organizational skills
- Time management skills
- Knowledge of record keeping and record management techniques.
- Ability to interpret detailed information

**PHYSICAL DEMANDS**

<b>Physical Abilities</b>	<b>Frequency</b>
Stand	Occasionally
Walk	Frequently
Sit	Frequently
Handling	Frequently
Reach Outward	Frequently
Reach Above Shoulder	Occasionally
Climb	Not Applicable
Crawl	Not Applicable
Squat or Kneel	Occasionally
Bend	Occasionally

<b>Lift/Carry</b>	<b>Frequency</b>
10 lbs. or less	Occasionally
11 – 20 lbs.	Occasionally
21 – 50 lbs.	Occasionally
51 – 100 lbs.	Not Applicable
More than 100 lbs.	Not Applicable

<b>Push/Pull</b>	<b>Frequency</b>
12 lbs. or less	Occasionally
13 – 25 lbs.	Occasionally
26 – 40 lbs.	Occasionally
41 – 100 lbs.	Not Applicable

**PAY SCALE**

\$16.00 per hour (\$33,280.00 per year) to \$25.00 per hour (\$52,000.00 per year)

Employee Signature

Date

Supervisor Signature

Date