

Polk County Sheriff's Office Job Description
2213 Lead Detention Counselor

November 21, 2005, Revised October 9, 2006

Position Concept:

The Lead Detention Counselor provides social and rehabilitative services to inmates at the county detention facility as well as general direction to the Detention Counselor. The Lead Counselor's duties include, but are not limited to operational, administrative, supervisory and communication tasks.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Lead Detention Counselor may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Provide notary service/including weddings
- Conduct background investigations
- Liaison with programs, volunteers, community organizations
- Coordinate faith based programs
- Clear inmates for programs
- Teach classes
- Speak within rehabilitative programs
- Provide indigent inmate roster
- Provide indoor recreation/games
- Communicate with inmates
- Provide general and clinical counseling
- Communicate with public
- Represent the Sheriff
- Perform public speaking
- Serve on Inmate Welfare Fund committee
- Notify inmates/families of emergencies or deaths

Education, Professional Certification or License:

- Master's degree in Counseling, Psychology, Sociology, or related field
- *FCIC/NCIC Certification (within six months of job placement)
- Valid Florida driver's license

Professional Experience:

- Minimum one (1) year experience in correctional environment
- Minimum one (1) year experience working in social services or counseling

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works near potentially combative persons

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Required Skills and Knowledge:

Knowledge of:

- Florida State Statutes
- Inmate's programs
- PCSO policy and procedures
- Department of Detention directives
- Notary laws
- Jail Management System
- Inmate accounting system
- PCSO facilities
- Criminal Justice System
- *FCIC/NCIC procedures
- Faith based programs
- Community religious organizations, associations
- Clinical counseling techniques

Ability to:

- Operate a motor vehicle
- Read and write English

Skills:

- Keyboarding
- Public speaking
- Laminating
- Advanced communication
- Interpersonal
- Organizational
- Telephone
- Customer service
- Supervisory

Physical Requirements:

- Lift/Carry 50 lbs.
- Walk
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak English understandably
- Manual Dexterity
- Ambulate independently

For additional information on this position refer to the Job Task Analysis.

*FCIC/NCIC: Florida Crime Information Center/National Crime Information Center