

Job Description
Great Falls Pre-Release Services, Inc.

Position: Correctional Treatment Specialist **Job Classification:** Non-Exempt
Reports To: Program Manager or Deputy Director
Supervises: Correctional Treatment Specialists exercise supervision over assigned residents.
Position Scope: Up to 25 Residents assigned. Up to 250 Residents participating in a Residential Re-Entry Program.

Hourly rate of pay: \$25.17

After 6 months: \$26.15

Position Summary:

The Great Falls Pre-Release Center is a non-profit Community Corrections worksite consisting of three Counseling campuses. The campuses are minimum security and residential in nature, housing closely screened and selected for program acceptance, adult male and female felon offenders during their structured transition program for re-entry into the community. The Centers also operate a Jail Alternative program for adult male/female clients and a Community Service program involving adjudicated males and females.

Responsible for providing support and guidance to residents while overseeing all aspects of their participation in the treatment program.

Key Responsibilities and Duties:

1. Provide residents with a comprehensive orientation to the program according to standards contained in the Resident Handbook and the Policy/Procedure Manual. Mediate resident advancement through the phase system.
2. Develop with residents a reasonable and objective contract describing what the resident will accomplish while in the Center program with associated time requirements.
3. Meet with assigned residents on a weekly basis and refer them to social resources in the community for assistance. Develop and maintain community contacts so appropriate referrals can be made to community service organizations. Maintain community activities in an attempt to assist the Center with needed financial/volunteer support. Refer to mental health professionals to Provide family/marital counseling for residents/significant others.
4. Interview assigned residents to determine social progress, individual problems, needs, interests, and attitudes. Mediate disputes/conflicts between residents/residents - residents/staff. Provide guidance to residents, such as development of vocational and educational plans and available social services.
5. In conjunction with Compliance Officers, monitor resident activities in the community via resident agendas, sign in/out procedures, and pass check systems. Manage resident passes including clearing and approving visitors and sponsors. Coordinate necessary/emergency out of town travel with the appropriate officials.
6. Provide individual program guidance to assigned residents on a weekly basis. Oversee development and implementation by residents of sound budgetary practices. Evaluate resident performance and translating it into behavioral ratings.
7. Oversee vocational placements including contacting employers monthly to monitor work performance. In addition, oversee educational placements including scheduling of contacts and monitoring school performance through appropriate procedures.

Correctional Treatment Specialist (West Campus) – Job Description

Page 2

8. Develop suitable parole plan with resident. Inform resident of requirements for parole and/or conditional release, such as office visits, restitution payments, educational and employment stipulations. Assist resident with locating appropriate housing prior to leaving the Center.
10. Participate in screening process of new referrals to the Center as needed. When requested, serve on judicial panels to mediate house rule violations and to correct maladaptive behavior.
11. Perform "on call" duties in rotation with other Correctional Treatment Services staff. Provide impromptu case management for non-assigned residents when needed. Oversee Center functions during Executive Director and Deputy Director absences on assigned weekends and after hours on assigned schedule within specific guidelines.
12. Be certified in Cognitive Principles and Restructuring (CP&R) or other Center programming as necessary. Conduct in-house groups, acting as facilitator. Assist residents with formulation and presentation of proposals concerning special individual/group needs and activities.
13. Complete plans and reports required by the Deputy Director (monthly progress reports, parole plan review reports and termination reports among others that may be assigned). Participate in development of new policies in conjunction with Deputy Director, Executive Director and Board of Directors.
14. Complete other duties assigned or requested by the Executive Director or Deputy Director.

Qualifications and Skills:

- Bachelor's Degree in social work, sociology, psychology or other social science or related field
- Three years' experience involving general human services programs for adult public or two years' experience in work involving human services programs for adult felons. Experience in a residential Community Corrections facility is preferred as is experience in working with ex-offenders.
- Other combinations of education or experience may be considered on a case by case basis.
- Skills and experience in problem solving/resolution and time management. Knowledge of correctional treatment programs with background and experience working with offender populations.
- Ability to establish and maintain effective and meaningful working relationships with residents, local, state and federal corrections officials and other community-based agencies.
- Must possess a positive approach toward problem-solving; crisis management abilities.
- Effective verbal and written communication, and presentation and relationship development. Good organizational and time management skills.

Revised:

October 2025

Approved:

December 2009