



Pre-Release Counselor (Female)

Department: *Pre-Release Center*

DESCRIPTION

This is professional work in a community corrections program. Independent of direct supervision and on an assigned schedule, the person in this position is responsible for the coordination of all treatment services of all assigned cases. Individual provides comprehensive treatment, transition services and social service referral. Individual monitors/reports resident case progress, utilizes a wide range of counseling techniques and is responsible for resident financial matters.

SPECIFIC DUTIES

- Supervises caseload of all female PRC residents as well as shares caseload of male residents with other PRC Counselor.
- Classifies, upon transfer, to obtain all necessary information to determine status.
- Submits reclassification for residents returned to LCP.
- Provides individual counseling for personal, vocational, and educational areas and effective follow up.
- Acts as program liaison
 - Coordinates programs
 - Updates activity schedule
 - Reviews and schedules new programs
 - Creates sign in sheets
- Prepares behavioral reports for court/parole authorities.
- Provides crisis intervention counseling.
- Reports/monitors casework progress.
- Makes referrals to all available treatment programs and documents/monitors attendance.
- Makes MH referrals based off request and observation.
- Assesses need of photo ID and Social Security card and schedule monthly trips to DMV.
- Scans and distribute legal mail.
- Updates treatment manuals annually.
- Makes referrals and appointments for release.
- Completes requests for inmate-to-inmate correspondence both internally and externally.
- Submits and verifies medical assistance applications for release.
- Schedules Polycom hearings and appointments.
- Acts as liaison between inmates and outside agencies.
- Prepares and submits parole plans/home plans for release programs.
- Assists in finding housing for release.
- Acts as treatment representative for disciplinary committee.
- Conducts life skills classes.
- Coordinates community service work with community agencies.
- Assigns work crew residents to work crews.
- Meets/reviews caseload to maintain contact standards.
- Assists Employment Officer with residents transitioning to work release.
- Completes work release classification.

- Transports inmate, as needed.
- Undergoes training in a variety of correction applications.
- Collects court-ordered DNA samples (mouth swabs and fingerprints).
- Supervises college interns.
- Completes sex offender registration changes.
- Completes monthly reports
 - Population report
 - Length of stay report
 - Program attendance report
- Reviews and interprets court orders.
- Calculates sentences for proper release dates.
- Reviews and responds to inmate requests.
- Attends Treatment Court committee meetings
 - Provides input on current incarcerated individuals
- Assists Program Manager with staff interviews.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

N/A

WORKING CONDITIONS

Regular exposure to hazardous or unpredictable conditions due to close contact with inmates.

JOB REQUIREMENTS

- Bachelors' degree, with four (4) years related experience preferred.
- Knowledge of Lycoming County's criminal justice system.
- Knowledge of Lycoming County's social service network.
- Knowledge of human behavior, psychology, treatment therapies, and counseling techniques.
- Ability to supervise caseload of 50 + residents.
- Ability to write complete and concise reports.
- Ability to deal with situations requiring tact, understanding, fairness and firmness.
- Establish/maintain cooperative relationships with all referral and social service agencies.
- Must be able to pass pre-employment background check and drug screening, as required by Lycoming County.
- Valid Pennsylvania Driver's license and a safe driving record.

Application Instructions:

To apply, visit [Lycoming County Careers](https://www.lycomingcountypa.org/careers) or scan the QR code below:

Please follow the website instructions and submit your resume and cover letter as requested.



For further assistance, please contact County of Lycoming Recruiting at: 570-320-2100

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Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

This Organization Participates in E-Verify

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