

**STATE OF HAWAII  
POSITION DESCRIPTION**

**I. IDENTIFYING INFORMATION**

Class Title: Social Services Assistant V  
Position Number: **96134V; 96135V; 96136V; 96137V; 96138V**  
Department: Public Safety  
Division: Institutions  
Branch: Oahu Community Correctional Center  
Section: Community Based  
Unit: Operations Unit  
Geographic Location: Oahu

**II. INTRODUCTION**

The Oahu Community Correctional Center's (OCCC) main function is to protect society by providing custodial and related service for pre-trial detainees and committed offenders in a limited security facility and to promote the social reintegration of sentenced offenders through residential and in community programs.

The Community Based Section is responsible for the care, custody, of community based sentenced felons involved in community service, furlough, work furlough and extended furlough activities.

The primary purpose of this position is to assist the professional social worker in providing monitoring and limited casework services to sentenced inmates who are furloughed into the community and to ensure compliance with the terms of their furlough contract and treatment programs.

**III. MAJOR DUTIES AND RESPONSIBILITIES**

**A. MONITORING AND PROVIDING SERVICES**

**50%**

- a. Assist social workers in monitoring inmates' compliance with their furlough contracts and treatment programs
- b. Meets regularly with social worker to plan work schedule on which inmate and/or service(s) are to be performed for the day
- c. Holds office conferences, conducts surveillance, makes telephone contact and/or field visits with inmate at his residence, work site or program to determine compliance with furlough contract/treatment plan

as directed by the social worker or substance abuse treatment counselor

- d. Provides follow-up services to create and maintain a stable environment for the inmate to enhance his positive transition into the community, to minimize risk to public safety, and to support court appearances, as necessary
  - i. Services may include but not limited to carrying out segments of approved treatment plans developed in concert with social worker to improve personal adjustment, social conditions and environmental factors in an effort to assist the inmate and his family, i.e., such as referral to various community support agencies for assistance in dealing with mental health, substance abuse, anger and stress management, legal concerns, parenting, employment, welfare, marital, etc.
- e. Reports orally and/or in writing to the social worker and unit manager on significant information gathered during the course of performing the duties to assist the social worker in evaluating the inmate's adjustment in the community and compliance with the furlough contract.
- f. Based on the evaluation of the situation, works in concert with the social worker to revise the treatment plan as needed to enhance the inmate's reintegration into the community.

**B. INSTALLATION AND MAINTENANCE**

**20%**

- a. Installs and activates Electronic Monitoring Unit (EMU) on selected inmates by attaching unit to his wrist or ankle to monitor compliance with curfew and furlough contract
- b. Reviews terms and conditions of the electronic monitoring service with the inmate and any other responsible party to ensure understanding of the requirements of this service
- c. Removes the EMU upon termination of services
- d. Periodically and randomly inspects the EMU to ensure units are in proper working condition
- e. Repairs or send out for repair, EMUs that are not functioning properly.

**C. MOVEMENT MANAGEMENT** **20%**

- a. Daily checks in and out of furloughed inmates
- b. Conducts curfew calls
- c. Schedules daily activities for furloughed inmates, such as job seeking, court appearances, doctor and treatment agency appointments, etc.

**D. OTHER RELATED DUTIES** **10%**

- a. Coordinates with assigned clerk for ordering of supplies, repairing EMUs and maintaining inventory of EMUs
- b. Prepares correspondence and caseload statistics as required
- c. Reviews case forms, report forms, etc., and makes improvements as needed
- d. Enters data into the computer system as needed to update inmate information
- e. Participates in orientation and training session as required
- f. Performs special tasks and/or assignments as directed by the social worker or other authorized supervisory staff
- g. Writes documentation reports, both positive and negative. Disciplines and/or follows through on pre-defined sanctions
- h. Other related duties as required or directed by supervisor

**IV. CONTROLS EXERCISED OVER THE WORK**

**A. Supervisor**

Position Number: 31183 & 02553  
Class Title: Corrections Supervisor II

**B. Nature of supervisor Control Exercised Over the Work**

**a. Instructions Provided**

Instructions are limited to general guidance and direction to specify priorities and the result expected, i.e., complying with specific furlough contract requirements. The incumbent is required to plan and carry out the necessary work activities independently.

**b. Assistance Provided**

The incumbent takes care of all most details independently, but is expected to inform the supervisor when unusual problems arise.

**c. Review of Work**

Work is performed independently for assignments of a routine nature and is evaluated for timeliness and accuracy. For more complex assignments, the incumbent receives closer supervision until progress is made.

**C. Nature of Available Guidelines Controlling Work**

**a. Policy and Procedures Guide Available**

Departmental Policies and Procedures and directives  
OCCC Policies and Procedures and directives  
U.S. Postal Service rules and regulations

**b. Use of Guides**

Procedural guides cover all technical aspects of the work. The incumbent is expected to know and apply pertinent policies and procedures, directives and rules and regulations for compliance

**V. REQUIRED LICENSES, CERTIFICATES, ETC.**

NONE

## **VI. RECOMMENDED QUALIFICATIONS**

### **A. Knowledge**

Knowledge of Business English, spelling, arithmetic, the operation and operational maintenance of common office appliances and equipment including office duplicating and copying machines, and office practices and procedures.

### **B. Skills/Abilities**

Ability to carry out a variety of standard office clerical routines; perform clerical assignments requiring uniform mental attention; learn and apply pertinent statutory provisions, rules, regulations, policies and procedures; learn and apply a variety of instructions furnished in written, oral, diagrammatic or schedule form; operate and maintain various common office appliances, which may include duplicating and simple electronic data processing equipment; prepare simple narrative and numerical reports; perform arithmetic operations quickly and accurately; speak and write simply directly, and deal tactfully with others; for some positions, operate an automobile, and/or supervise the work of others.

### **C. Education**

High School diploma preferred

### **D. Experience**

One year of general clerical work experience which involved performance of a variety of clerical tasks.

## **VII. TOOLS, EQUIPMENT AND MACHINES**

Computer, calculator, photocopy machine, postage machine, postage scale, facsimile machine, typewriter, scanner.