

## **COUNSELOR OF TDCJ CORRECTIONAL PROGRAMS**

### **GENERAL STATEMENT:**

Serve as academic and vocational counselor for the TDCJ Programs. Responsible for the counseling and coordination of enrollment for academic and vocational classes for incarcerated students at the Texas Department of Criminal Justice (TDCJ) Institutional Division facilities.

### **REPORTS TO:**

Associate Vice President of TDCJ Correctional Programs.

### **OCCUPATIONAL GROUP:**

Faculty

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Master's degree in counseling, psychology or a related field required.

#### **LICENSE OR CERTIFICATION:**

LPC or school counselor certification preferred.

#### **EXPERIENCE:**

Three (3) years' work experience in counseling or related field required. Work experience in the prison environment preferred.

#### **OTHER:**

- Financial aid and correctional experience preferred.
- Solid overall computer skills with proficiency in Microsoft Office and Windows.
- Strong interpersonal skills, communication skills, and supervisory skills.
- Comfortable working under deadlines and on multiple tasks or projects simultaneously.
- This position requires TDCJ clearance prior to employment.

### **DUTIES AND RESPONSIBILITIES:**

- Coordinate the academic and vocational recruitment of TDCJ students.
- Schedule interviews with prospective students to provide orientation information, assist with completion of admission paperwork, provide information concerning financial aid, and assist students in obtaining education records.
- Provide advisement regarding course selection, career opportunities, graduation requirements, transfer to four-year institutions, and degree plans.
- Assist the Vice President of Instruction and Associate Vice President of TDCJ Correctional Programs with class schedules for each academic semester and/or vocational cycle.
- Assist students with College class-participation problems.
- Assist with registration and testing for special and required tests.
- Coordinate activities of responsibility with TDCJ program representatives and TDCJ security.
- Assist Associate Vice President of TDCJ Correctional Programs with attending to daily problems and situations that arise at TDCJ facilities regarding TVCC faculty and/or classes.
- Attend meetings and workshops as necessary.
- Assist with the processing and distribution of mail and correspondence between offices and TDCJ units, Tennessee Colony, and the Palestine office.
- Supervise TSI testing and advise students regarding results.
- Other duties as assigned by appropriate supervisory personnel.
- Maintains confidentiality of information.
- Work assigned schedule and comply with timekeeping policy.

**COUNSELOR OF TDCJ CORRECTIONAL PROGRAMS**

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- May be subjected to adverse working conditions or physical conditions at TDCJ.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 11/13/2015*

*Revised: 10/3/2017*

JD647