

Class Concept

Positions in this class manage the total program services of a medium sized facility housing approximately 300-700 offenders in either minimum or medium custody. The institutions or facilities provide a large variety of programs and services to the offender population or serve a special function to the prison system. Programs and activities are designed to meet the needs of the specific custody level (i.e., minimum custody Community Volunteer Program or medium custody Intramural Recreation Program) of the facility and must include the privileges assigned to that level. These positions are responsible for oversight of educational, diagnostic/reception, and psychological services as well as the traditional program components. Positions serve as Associate Warden in the absence of the Warden and participate as part of the management team. Position provides on-going training for staff and oversees the planning, direction, and enhancement of programs within a facility. Positions evaluate recommendations from Assistant Correctional Superintendent for Programs I and/or other senior officials. Position promotes programs and attends conferences and meetings, where the position speaks as a subject matter expert. Position evaluates feasibility of programs and provides status reports to senior management.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of inmate custody and program management in correctional settings
- Thorough knowledge of correctional programs to include knowledge of offender rehabilitation
- Thorough knowledge of services available from the community and other public and private programs
- Thorough knowledge of effective management and supervision practices
- Skill in interpreting testing results and psychological factors relating to an offender's status
- Skill in synthesizing data with acquired knowledge of complexity of correctional programs and unique aspects of the various prison units, and make decisions essential to the offender classification process
- Basic knowledge of human psychology applicable to an offender population.
- Skill in motivating, coaching, and leading employees
- Skill in effective communication with a wide variety of employees and offenders
- Ability to think clearly and act appropriately during emergencies or other non-routine events

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and two years of supervisory or management level experience in correctional programs; or an equivalent combination of education and experience.

Necessary Special Qualifications

Must be eligible for certification by the North Carolina Criminal Justice Education & Training Standards Commission.