

Class Concept

Employees in this class carry a caseload of inmates, which involves supportive counseling, conducting assessments, developing case plans, answering and following up on inmate questions and problems, and making recommendations to the classification committee. Employees also assist in major dynamic programs or coordinate major or specialized programs for the rehabilitation of inmates, such as inmate work assignments, work release, education, or recreation; as well as transition planning and coordinating. Employees in this class plan and coordinate transition (re-entry) prior to parole or release into the community.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of policies and procedures of prisons.
- Working knowledge of techniques of supportive counseling and interviewing.
- Ability to gather and evaluate information concerning an individual's past experience, training attitude, social environment, and mental capabilities.
- Working knowledge of correctional programs.
- Working knowledge of services available to individuals from the community and other public and private programs.
- Ability to develop, implement, coordinate, and supervise a program within the framework of policies and procedures of Prisons.
- Ability to communicate effectively, both orally and in writing.

Minimum Education and Experience

Associate's degree in Criminal Justice, Human Services, Recreation or a related field from an appropriately accredited institution; or

High school or General Educational Development (GED) diploma and two years of custody experience within the North Carolina Department of Public Safety; or an equivalent combination of training and experience.

Necessary Special Qualifications

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

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.