

Class Concept

Work in this class involves assisting a Correctional Housing Unit Manager II in the management and operations of an institutional housing unit within a medium-custody facility. Employees are responsible for monitoring of the unit case management system which entails providing individual counseling, participating in group sessions, and maintaining reports related to an inmate's progress. Employees coordinate with program staff, supervise custody staff, and in the absence of the supervisor, assume responsibility for the management of the unit. Employees may serve on institution classification committees. Employees report to a Correctional Housing Unit Manager II.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of the methods and procedures of discipline and programs/rehabilitation of inmates confined to a correctional facility.
- Working knowledge of techniques of supportive counseling and interviewing.
- Working knowledge of principles of administration involved in various functional activities in correctional facilities.
- Skill in supervisory and managerial techniques.
- Ability to evaluate information concerning an individual's past experience, training, attitude, social environment and mental capabilities.
- Ability to prepare reports, both written and oral.
- Ability to establish and maintain an effective relationship with inmates, inmates' families, and a variety of professional and paraprofessional personnel.

Minimum Education and Experience

High School or General Educational Development (GED) diploma and four years of correctional experience, one of which must have been at the supervisory level; 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.