

Class Concept

Work in this class involves managing an institutional housing unit within a medium-custody or close-custody institution. At both custody levels, employees work closely with programs and custody staff in the coordination of services. Employees are responsible for the programmatic/operational orientation of inmates which includes education, mental health, administrative and disciplinary restrictive housing and work assignments.

At a medium-custody facility, positions function as the Correctional Housing Unit Manager. Employees exercise more overall accountability and responsibility for the housing unit and have final approving authority on unit classification and disciplinary committees. Employees supervise Correctional Housing Unit Manager I's and report to a Correctional Assistant Superintendent.

At a close-custody institution, positions function as the Assistant Correctional Housing Unit Manager. Employees typically supervise Sergeants and report to a Correctional Housing Unit Manager III.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the methods and procedures of discipline and programs/rehabilitation of inmates confined to a correctional facility.
- Thorough knowledge of techniques of supportive counseling and interviewing.
- 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.
- Ability to utilize supervisory and managerial techniques.

Minimum Education and Experience

High School or General Educational Development (GED) diploma and five years of correctional experience, two 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.