

Class Concept

Positions in this class provide and supervise programs for the rehabilitation of inmates in the prison system. Positions at this level are accountable for the development, implementation, and maintenance of total programs activities for inmates of the smaller prison facilities, or are accountable for development, implementation, and maintenance of one or more major and broad programs for inmates at a large facility or institution. The primary programs areas are inmate classification; correctional programs including work release, incentive wage, study release, educational/vocational, volunteer programs, religion, and recreation, and correctional counseling. Work involves considerable contact with community agencies to enrich programs, establish new programs, and to conduct work release investigations, if relevant. Positions monitor the effectiveness of community volunteer workers assigned to programs activities and may supervise subordinate staff. Positions are responsible for coordinating programs activities with custody and other facility staff.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of policies and procedures of the Prisons section.
- Working knowledge of correctional programs and evidence-based practices.
- Working knowledge of services available to individuals from the community and other public and private programs.
- Working knowledge of the techniques of supportive counseling, interviewing, job placement, and employment possibilities.
- Working knowledge of basic psychology, sociology, and psychological testing.
- Skill in supervision.
- Ability to gather and evaluate information concerning an individual's past experience, training, attitude, social environment, and mental capabilities.
- Ability to develop, implement, coordinate, and supervise programs within framework of policies and procedures of Prisons.
- Ability to develop clear and concise reports.
- Ability to communicate effectively, both orally and in writing.

Minimum Education and Experience

Bachelor's degree in a human services or criminal justice field from an appropriately accredited institution and one year of experience in corrections or related work; 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.