

CORRECTIONS PROGRAM DIRECTOR

KIND OF WORK

Professional, supervisory Corrections work.

NATURE AND PURPOSE

Supervise all facets of inmate/juvenile residents living and/or programs in a correctional facility or corrections programs in central office. For example, treatment, industry, recreation, work release, living units, community programming.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervise staff (this includes recruiting, hiring, training, evaluating, rewarding or disciplining, mediating and adjusting grievances, promoting or reassigning).

Develop, establish, implement programming policies and philosophies.

Recommend and administer budget for the unit. Summarize spending patterns and project future needs.

Advise administration and community groups through formal and informal presentations, written and verbal communications.

Evaluate programs of the unit by reviewing, researching and recommending changes.

Provide leadership and decision-making by chairing committees, task forces and action panels.

Manage and oversee the operation of inmate/juvenile resident living units and/or programs.

Provides technical consultation to correctional facilities, counties and community groups for program development, administration and evaluation.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Governing laws and regulations for corrections programs and facilities sufficient to develop policies, procedures and/or programs.

Correctional concepts and treatment programs for adult and juvenile offenders.

Criminal justice system and the ancillary agencies serving offenders.

Casework, group work, treatment programs and community resources.

Human resources policies and bargaining unit contracts so that procedures.

State of Minnesota budgeting process and procedures.

Ability to:

Establish and maintain working relationships with individuals and groups, e.g. court and county officials, program boards and citizen groups.

Prepare and develop budgets.

Prepare and develop formal or informal presentations as well as respond to written and verbal inquiries.

Conduct training sessions for staff and community groups on correctional programs.

Form and chair committees with staff and/or clients.

Write narrative reports.

Supervise and motivate others.

Est.:

Rev.:

T.C.:

Former Title(s):