

CORRECTIONAL PROGRAMS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the coordination, facilitation and evaluation of correctional programs offered by the Dutchess County Jail. This may include programs such as religious, transitions, recreational, and educational programs. While the incumbent has no specific responsibility for the High School Equivalency Diploma Program, the employee is expected to act in concert with the GED staff as it relates to programmatic initiatives. The incumbent acts as liaison with the agencies involved with the correctional programs, including state and local governmental agencies, not-for-profit organizations, local courts, prosecutors, attorneys and the Dutchess County Department of Probation and Community Corrections. The work is performed under the general supervision of a higher level corrections administrator. Direction is exercised over volunteers and Correction Officers assigned to particular programs.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Coordinates, develops, and implements a full range of correctional programming;
2. Assists in case management system for offenders in correctional program;
3. Monitors offenders' progress in programs, maintaining contact with all parties counseling offenders on their performance;
4. Confers with Probation staff and other professionals, such as mental health, drug and alcohol abuse counselors for offenders participating in correctional programming;
5. Communicates with local courts, legislators, law enforcement agencies, attorneys, work sites and interested groups to keep them informed about the programs;
6. Performs various public relations activities; responds to inquiries about the correctional programs and schedules and conducts tours of the Jail;
7. Assesses the needs for, and coordinates and implements the religious and supplemental recreational and educational programs to prepare a variety of narrative and statistical reports evaluating the feasibility and effectiveness of the correctional programs;
8. Collects and maintains records and data on the correctional programs to prepare a variety of narrative and statistical reports evaluating the feasibility and effectiveness of the correctional programs;
9. Conducts both individual and group counseling;
10. Interacts with families and other outside sources for the purpose of facilitation of offender transition.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of modern theory, structures and practices of criminal justice systems and correctional programs sufficient to lead in the development, administration and the evaluation of religious, transitions, recreational, and educational programs;

Knowledge of the modern techniques of social casework and case management, including interviewing, counseling, case recording and report preparation, in order to develop, participate in and evaluate a variety of correctional programs;

Knowledge of the community resources available for use in correctional programs in order to effectively develop and conduct correctional programs;

CORRECTIONAL PROGRAMS COORDINATOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont'd)

Ability to recruit volunteers and to direct employees and participants involved in correctional programs;
Ability to learn jail operations, rules and regulations and New York State Minimum Standards for Management of County Jails;
Ability to establish satisfactory working relationships with criminal justice professionals, public and not-for-profit employers, attorneys, criminal offenders, inmates, and Correction Officers;
Ability to deal effectively with criminal offenders and inmates during periods of emotional disturbances and physical violence;
Ability to communicate effectively, both orally and in writing;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Current certification as a Certified Social Worker with “R” certification by the New York State Department of Education.
- OR: (B) Current certification as a Certified Social Worker by the New York State Department of Education and two (2) years of post certification work experience which primarily involved social work in a criminal justice setting.

PS3204

ADOPTED: 08/04/78

REVISED: 08/07/78

 11/03/78

 05/03/85 (Inmate Activities Coordinator)

 12/16/85 (Inmate Programs Coordinator)

 08/10/01