

# Correctional Case Manager

## ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

### Objective

To obtain a Correctional Case Manager position that will enable to use strong organizational skills, educational background, and ability to work well with people.

### Skills

Notary Public, Certified Alarm Registrant.

### Work Experience

#### Correctional Case Manager

##### ABC Corporation - 1999 - 2004

- Managed a case load of 120 offenders which included many with physical and mental disabilities.
- Responsible for making decisions regarding offender housing, training needs, health care and custody requirements.
- Completed discharge paperwork for offenders on house arrest, parole, transfers and medical releases.
- Created and maintained files used to support and achieve the facility accreditation by the American Correctional Association.
- Coordinated with security and treatment agencies to provide the necessary security and treatment services.
- Attained recognition by being promoted ahead of my peers to the position of Correctional State Contract Monitor for the Department of Corrections.
- Provided trouble-shooting and problem solving to address and prevent critical situations
- Provided training and workshops.

#### Correctional Case Manager

##### Delta Corporation - -

- Analyze criminals psychological tendencies and past behaviors including sexual, or drug abuse and violence Develop an individual treatment plan for.
- Provide assessments, counseling, security classification and to provide relevant programs and support to offenders Effectively communicate with.
- Supervise offenders, conduct visual surveillance of offenders, respond to and document emergencies and daily activities, comprehend and abide by.
- Provides counseling services, assists the inmates in adjusting to facility life and obtaining needed services or changes in assignment.
- Develop and implement programs within the facility to meet the individual needs of inmates, including individual and group counseling.
- Conducts facility orientation for newly assigned inmates or explaining rules and regulations of the facility, available services and programs, and.
- Monitors inmate custody, housing, job and program assignments to ensure all cases are reviewed in a timely manner.

## Education

License in Continuing Education Training - (Mississippi State Board of Examiners)