

Robert Smith

Correctional Case Manager II

PERSONAL STATEMENT

To obtain Correctional Case Manager employment with an agency that will allow for personal growth and knowledge, higher education and advancement in career standing.

WORK EXPERIENCE

Correctional Case Manager II

ABC Corporation - March 2014 - April 2015

Responsibilities:

- Involves the classification and assignment of offenders committed to a correctional institution.
- Establishes and maintains effective working relationships with others; to communicate effectively, and to determine which segment of the facility will be best suited to an offenders social and correctional needs.
- Uses interview techniques and assessment instruments to determine the offenders security risks and programmatic needs; prepares case history reports and recommends program assignments.
- Reviews work and conduct records of all assigned offenders to determine progress or necessity of changing assignments or security classification; serves as a member of the classification unit for an assigned caseload.
- Advises offenders on personal problems, employment resources, vocational skills, educational and training needs, family problems and institutional adjustment.
- Delivers programs to offenders which are designed to assist in successful re-entry into the community following release from incarceration.
- Assists with, or prepares reports such as parole summaries or court-ordered presentence investigations.

Correctional Case Manager

Delta Corporation - 2011 - 2014

Responsibilities:

- Monitor a pod of 125 male inmates Completed packs for inmate parole Reclassification- and intake on inmates residing or coming to the facility.
- Completed training on- CPR certification, self-defense techniques, Chemical certification, weapon certification.
- North Carolina - Help the offender view problems objectively and to deal with them realistically.
- Prepare special progress reports for such consideration as parole, transfer, restoration of forfeited good time, and makes appropriate.
- Certified trainer for instructor lead course "Systematic Teaching for Effective Parenting" (STEP) Class, as well as for instructor-lead "Thinking For.
- Interviews new inmates to determine appropriate classifications to recommend unit assignment, job assignment, school program, and

CONTACT DETAILS

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SKILLS

Microsoft Office,
Management.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

mental health.

- Places inmates in appropriate housing units based on classification criteria.; acts as a liaison between offenders and other entities within the agency;.

Education

Bachelors of Science in Criminal Justice - August 2004(Northeastern State University - Tahlequah, OK)