

ROBERT SMITH

Sr. Correctional Counselor

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SUMMARY

A Correctional Counselor position that will allow to utilize educational background and work experience to contribute to the company's success while growing skills.

SKILLS

Microsoft Office, Typing, Phone Etiquette, Customer Service.

WORK EXPERIENCE

Sr. Correctional Counselor

Federal Bureau Of Prisons - September 1985 – 2020

- Served as the unit expert and coordinator at the Federal Correctional Complex, FCI II that house over 1200 federal offenders that include 600 medical care level 3 with mental health, post-surgical, orthopedic needs.
- Skilled with independently carrying out multi tasks, planned and unforeseen issues that occur daily.
- Exercised sound judgment, resolving problems and performing complex duties, which many have time sensitive deadlines.
- Responsible of scheduling appointments, video conferences, coordinate meetings and visits.
- Assisted in training new staff members.
- Responsible of facilitating individual and group counseling sessions.
- Created and implemented group lesson plans.

Correctional Counselor

Delta Corporation - 1983 – 1985

- Problem-solved inmate grievances by researching the complaint, collected information, and processed the data, to arrive at a conclusion whether it.
- Completed all grievances in a timely manner.
- Represented inmates during Discipline Hearings by collecting any paperwork or evidence that was needed in order to present at their scheduled hearing.
- Complied with all policies and procedures of the institution to provide safety and sanitation to the inmate population and to maintain.
- Counseled offenders regarding available educational, behavioral, vocational programs and substance abuse treatments as well as issues relevant to.
- Provided day to day counseling to state incarcerated inmates, enrolled inmates in a work program, and conducted paperwork for the inmates on their.
- To provide safety and security to the public, staff, offenders, and facility.

SCHOLASTICS

- Certificate in Medical Coding - (Vance Granville Community College - Henderson, NC)