

ROBERT SMITH

Associates Correctional Counselor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Correctional Counselor supervises the activities and staff associated with providing substance abuse counseling within a facility. In addition, this position ensures that all services meet all contractual obligations. Conducts or assists in conducting individual and/or group counseling sessions and programs.

CORE COMPETENCIES

Communications, Management, Powerpoint, Kronos, Customer Service.

PROFESSIONAL EXPERIENCE

Associates Correctional Counselor

ABC Corporation - November 2004 – July 2007

Key Deliverables:

- Responsible for the clinical supervision of staff and the clinical oversight and clinical care of all substance abuse services provided on site.
- Presents individual counseling/group lectures and didactic presentations weekly based on the areas of Relapse Prevention, Anger Management, Parenting skills, Life Skills, Criminal & Addictive Behaviors, and Co-occurring disorders.
- Facilitates psycho-educational/behavior modification groups using principles of the "What Works" system. Documents participants' attendance, participation and progress in Company database.
- Assists in developing, organizing, and conducting programs to provide education for conditions and problems relating to drug and alcohol abuse.
- Recruits subordinate staff to include interviewing, hiring, assigning work, training, coaching, and counseling to ensure consistent application of employee guidelines, processes, and procedures. Conducts performance review and holds employees accountable for performance of their positions.
- Maintains records of absences and vacation schedules for represented staff. Monitors and modifies electronic payroll attendance records for union employees. Observes and oversees adherence to all policies and procedures. Monitors violations and administers disciplinary action.
- Provides support for substance abuse program activities including providing activity reports, reviewing the files of subordinates to ensure the accurate and timely documentation, and creating an environment which supports that mission of the program.

Correctional Counselor

Delta Corporation - 2002 – 2004

Key Deliverables:

- Counselor for TCOM Substance and Alcohol Abuse Treatment Program.

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- Felicitated groups of 30+ inmates based on curriculum designed to teach life skills, criminal thinking, violence awareness and substance abuse.
- Case management for 120 inmates.
- Provide variety of counseling services and guidance to inmate population including but not limited to; basic living skills, vocational, basic.
- Provide counseling services in a highly-structured rehabilitation program for male sex offenders Form treatment plans based on inmate offenses and.
- Duties consisted of the following Individual program planning designed program plans for center residents.
- Employment counseling coordinated resident employment plans.

EDUCATION

Criminal Justice - (Martin University - Indianapolis, IN)

