

Robert Smith

Lead Correctional Counselor

CONTACT DETAILS

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PERSONAL STATEMENT

Position as a Correctional Counselor with the Federal Bureau of Prisons implementing programs to meet individual needs of the offender. Seek opportunity to use experience within a well-established organization. Look to demonstrate talent for working with diverse organizations and all levels of management.

WORK EXPERIENCE

Lead Correctional Counselor

ABC Corporation - January 2005 - January 2009

Responsibilities:

- Responsible is the custody, care and control of 250 to 300 inmates assigned to case load and the safe and secure running of assigned housing units.
- Responsible for the total administration of the unit as well as the planning, development and implementation of individual programs tailored to meet the particular needs of inmates in the unit.
- Responsible for supervising a staff which consists of correctional treatment specialists, correctional counselors, and unit secretaries.
- Responsible for the quality control of entering accurate Financial Responsibility Program data, all progress reports, transfer recommendations, correspondence with probation officers, attorneys, judges, and others.
- Responsible for the completion of all requirements in regard to Victim/Witness Protection notification and Central Inmate Monitoring packets, as well as observation cases under a variety of sentencing and pre-sentence/pre-trial statutes, with appropriate recommendations to the Bureau and the courts.
- Incumbents charged with responsibility for maintaining security of the institution.
- Responsible precedes all others required by this position and are performed on a regular and recurring basis.

Correctional Counselor

Delta Corporation - 2002 - 2005

Responsibilities:

- Assisted with offender classification levels, educational programs, work assignments, and transition to the Indiana Department of Correction.
- Oversee the inmates in five dorms 46 inmates per dorm -Make sure daily living matters, such as clothing, hygiene, mail, are resolved -Work with the.
- Counseling/Case Management for 14-20 male residents for 4 years and for 18-21 female residents for the past year and a half Responsible for intake.
- Building Sergeant, and responsible for the daily operations.
- Handle all issues that arise within the building for officers and inmates.
- Serve as acting unit manager in her absence.

SKILLS

Protective Service
Operation, Research
Technology Protection
Operation, Planning Law
Enforcement Training
Overseas), Operational
Planning.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

- Providing a broad spectrum of counseling services to incarcerated military personnel under the supervision of a licensed psychologist including.

Education

Corrections - (Vincennes University - Vincennes, IN)