

# Correctional Counselor

## 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](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

### Objective

Experienced professional with over 13 years of experience as a Correctional Officer, Correctional Officer II, and a Correctional Counselor. Challenge-driven leader and problem solver who overcomes obstacles and delivers results. Relationship builder who quickly establishes rapport and motivates teams to accomplish goals.

### Skills

Word, Excel, Powerpoint, Accounting, Publisher, Public Speaking, Photography.

### Work Experience

#### Correctional Counselor

**ABC Corporation** - March 1990 - June 2015

- Responsible for a caseload of 160 inmates.
- Responsible for all aspects of the inmates rehabilitation and developing life skills on an individual basis.
- Responsible for the entire daily operations, maintenance and sanitation of the housing unit.
- Entailed the processing of inmate incident reports and adjudicating these reports by questioning and investigating the report and statements by the individual as well as video surveillance.
- Imposed appropriate sanctions to modify the inmates future behavior.
- Involved in life threatening situations, to make decisions and quell these situations to successfully restore order within in the institution.
- Implemented sections of the institutions emergency contingency plan activation system.

#### Correctional Counselor

**Delta Corporation** - 1986 - 1990

- Counseling services for the inmate/resident population of a correctional facility Areas of specialization include vocational counseling, substance .
- Drug testing Resident Monitoring Medication supervision Inventory Finance logs Peer Mediating Accomplishments First Aid Training Fire safety training .
- My duties as a correctional counselor are being the first line supervisor for staff.
- Answering any question they may have or resolving any issue any offenders may have before they become serious issues.
- Assisting offenders with account balances, timesheets, visitations, and issuing state issue and clothing.
- Performed case management duties - case planning, program direction, visiting applications, sex offender assessments -Led counseling groups as .
- Supervise 36 - 40 employees and approximately 200 - 280 detainees daily Resolved issues concerning detainees while slashing grievances by 30 - 40% .

## Education

GED - 1980(Port Jervis Senior High School - Port Jervis, NY)