

# Robert Smith

## Lead Correctional Case Manager

### PERSONAL STATEMENT

Correctional Case Manager is to ensure that work is completed thoroughly, accurately, and in a timely manner consistent with established agency policies and procedures.

### WORK EXPERIENCE

#### **Lead Correctional Case Manager** **ABC Corporation - May 2004 - August 2013**

##### *Responsibilities:*

- Monitored a caseload of 70 - 75 inmates.
- Performed routine counseling and recommend available programs.
- Assessed the needs of inmates to develop a case management plan which involved various life skills for inmates.
- Included areas such as medical, housing, education, transportation, and mental health.
- Coordinated educational programs, including ABE and GED classes.
- Worked with transitional programs in order to assist inmates with re-entry into society.
- Served as the Victim Information Coordinator.

#### **Correctional Case Manager** **Delta Corporation - 2002 - 2004**

##### *Responsibilities:*

- Provide case management for inmates that are currently on restrictive housing (i.e. protective custody, administrative, disciplinary, etc.) Provide essential program recommendations, support resources, and family contact suggestions.
- Facilitate and manage caseload via data entry, analyzing, and filtering the OPUS database system.
- Consistently use great interpersonal skills to communicate with inmates to ensure there are making the necessary progress to be released back into the.
- include but not limited to plan and assessment monthly contacts Work release coordinator home leaves coordinator girl scout coordinator Transport.
- Responsibilities included manage a 100+ inmate caseload and counsel them regarding their time served and time left to serve and assist to the.
- Review work and conduct records of all assigned offenders to determine the progress or necessity of changing assignments or security classification.

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Microsoft Office, Team Management.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## Education

Masters in Social Work - 2011(NC A&T/UNC Greensboro -  
Greensboro, NC)