

Objective

A Correctional Case Manager position that allows for an offering of high dedication to student development and relevant educational needs in order to provide students with successful and positive learning experiences.

Skills

MS Office, Organising, Management.

Work Experience

Correctional Case Manager III

ABC Corporation - August 2011 – September 2012

- Conducts interviews and apply assessment instruments to determine an offenders security risk classification.
- Performs initial assessments of inmates needs and develop case plans for each inmate on assigned caseload.
- Reviews work and disciplinary records of all assigned offenders to determine progress and make assignments or security classification modifications.
- Answers inmate questions and provide support allowed by institutional policies.
- Oversees unit disciplinary reports and distribute them amongst respective case managers.
- Partakes in Unit Disciplinary Committee and sanction offenders according to the disciplinary offense.
- Complete all releasing paperwork in a timely manner for offenders re-entrance into the community.

Correctional Case Manager

Delta Corporation - 2006 – 2011

- Monitor a pod of 125 male inmates Completed packs for inmate parole Reclassification- and intake on inmates residing or coming to the facility.
- Completed training on- CPR certification, self-defense techniques, chemical certification, weapon certification.
- Perform analysis on files, reports, and information systems and databases and maintain data integrity Provide administrative support coordinate.
- Maintain files containing confidential and propriety information with discretion and sound judgment Regularly update information regarding all.
- Identify incoming inmate requests that require expedited service.
- Refer offenders to treatment groups and programs that address issues such as alcohol/drug abuse treatment Help offenders to prepare for a successful.
- Plan, coordinate and facilitate the delivery of programs and services to each inmate during their period of incarceration and the initial stages of.

Education

Bachelors of Science in Criminal Justice - (The University of Texas at Brownsville & Texas Southmost College - Brownsville, TX)