

ROBERT SMITH

Asst. Correctional Case Manager

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Correctional Case Manager position is responsible for the implementation and monitoring of the Unit Case Management system which entails providing individual counselings, participating in group sessions, and maintaining reports relating to the inmates' progress.

2005 - 2020

ASST. CORRECTIONAL CASE MANAGER - OKLAHOMA DEPARTMENT OF CORRECTIONS

- Participates as a member of the facility unit team that monitors inmates to ensure a safe and secure environment. Attends staff meetings and participates in developing strategies for managing inmates behavior.
- Models reinforces, redirects and set limits to behavior by using specified behavior management techniques; develops and implements individual goal attainment.
- Conducts individualized and group orientation to inmates within the correctional system and provides programming to inmates associated with their identified risk factors.
- Observes inmates and collaborates with other staff and community agencies to help develop services for offender needs.
- Schedules inmates for specialized appointments, boards, and activities within the prison system.
- Coordinates with professional staff (psychiatrists, social workers, and psychologists) in order to ensure treatment for those offenders needing specialized services.
- Prepares reports, case summaries for appropriate classification and on-going treatment and rehabilitation of inmates. Acts as liaison between the courts, parole and community corrections in order to facilitate inmate movement through the prison system.

2006 - 2011

CORRECTIONAL CASE MANAGER - DELTA CORPORATION

- Compile a case plan for assigned inmates on the caseload of 100+ Secondary duty includes inventory and supervision of all recreation supplies and.
- Interviewed and hired for positions related to recreation and chapel assistants.
- December 2005-November 2007 -Reviewed, analyzed, and evaluated various documents and behavioral data gathered from interviews, written documentation.
- My responsibilities as a Correctional Case Manager included overseeing a caseload of 100 inmates at a maximum-security prison.

- My duties included interviewing and counseling inmates on behavior issues, referring inmates for educational and employment programs, assigning.
- Skills Used Strong computer, written, and verbal skills are requirements for as a correctional case manager.
- The ability to develop a professional rapport with inmates, staff and outside agencies proves to promote a secure and stable working environment.

EDUCATION

Master's Of Business Administration In Business Administration - (Bethel University - McKenzie, TN)

SKILLS

Management, Social Case Work, Customer Service, Inventory, Cash Control, Basic Computer.