

ROBERT SMITH

Jr. Correctional Case Manager

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SUMMARY

To obtain a Correctional Case Manager position in a facility that serves the community.

CORE COMPETENCIES

MS Office, Management.

PROFESSIONAL EXPERIENCE

Jr. Correctional Case Manager

ABC Corporation - April 2011 – January 2015

Key Deliverables:

- Managed a caseload of 50-85 close custody male inmates assigned to the segregation unit due to behavioral problems.
- Conducted bi-monthly contacts to encourage case plan compliance.
- Created and updated correctional case plans for each offender.
- Conducted custody reviews for each inmate based on behavior and case plan compliance.
- Conducted control housing recommendations based on behavior.
- Assisted inmates with release transitions.
- Assisted gang unit officers with intelligence information.

Correctional Case Manager

Delta Corporation - 2008 – 2011

Key Deliverables:

- Provide comprehensive counseling, intake assessments, and job referrals.
- Work with 45 clients on a weekly basis.
- Manage a caseload of 88 medium custody inmates assigned to the ACDP Substance Abuse Program with bimonthly contact, correctional counseling, program.
- The managed caseload of minimum custody inmates; Inmate orientation assignments; enter monthly statistic reports; monitor inmates on CV passes, work.
- Skills Used Coordinate the units recreational programs and library; Maintain monthly reports for recreational equipment, activities, and library.
- Manage a caseload of inmates by preparing written reports and forms Maintain assessment and plans for each inmate, routine counseling, and crisis.
- Managed the weekly NA, AA, and Dart Aftercare programs Taught character education Orientated new arrivals and perform safety class weekly Submit.

EDUCATION

- Bachelor's in Interior Design - 2014(Art Institute of Charlotte - Charlotte, NC)