

ROBERT SMITH

Asst. Correctional Counselor

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Correctional Counselor are responsible for providing counseling and resource information to offenders. are also responsible for supervising other casework staff. As with all employees of the Department of Correction, first responsibility is to ensure safety and security of the facility.

NOVEMBER 2004 - JULY 2007

ASST. CORRECTIONAL COUNSELOR - ABC CORPORATION

- Worked in a secured correctional facility that house up to approximately 140 inmates per floor.
- Built and maintained rapport with inmates.
- Defused disruptive behavior by verbal interventions.
- Controlled disruptive behavior by appropriate verbal orders and/or appropriate use of physical force.
- Used verbal and listening skills to determine potential inmate problems, such as suicide risk, intoxication, drug usage, assaultive behavior, etc.
- Informed and explained institutional rules to inmates.
- Communicated information regarding security, safety and operations through the chain of command.

2003 - 2004

CORRECTIONAL COUNSELOR - DELTA CORPORATION

- Duties included interaction with offenders to convey information pertaining to security, offender programs, and training needs.
- Conduct individual and group counseling with offenders assisting to resolve day to day problems through formal and informal counseling sessions.
- Interpret information to determine appropriate cause of action.
- Enforce rules and regulations governing facility security and exercise sound judgement in making decisions affecting life, well-being, and public.
- Assigned convicted felons to work details, performed counseling groups to get felons prepared to reenter society.
- sustained superior performance awards Skills Used oral communications skills, ability to comprehend instructions given by superiors, good listening.
- Complete daily shift activity and incident reports on residents and center Supervise residents in the 24-hour physical care of the center Coordinate.

EDUCATION

Criminal Justice - (Martin University - Indianapolis, IN)

SKILLS

Management, MS Office.