

# ROBERT SMITH

## Associate Correctional Case Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Performs specialized social service duties within the Division of Community Corrections for the NHSP-M; follows established prescribed policies and procedures in the rehabilitation of inmates; provides counseling/case management either individual or in groups which may assist inmates in their transition into a community environment.

### CORE COMPETENCIES

Microsoft Office, Team Management.

### PROFESSIONAL EXPERIENCE

#### Associate Correctional Case Manager

**Pamlico Correctional Institution - March 2007 – 2020**

##### Key Deliverables:

- Helped the resident meet goals as developed and outlined in the program plan.
- Reviewed all program activities and status changes, and document same in the chronological notes of a resident's file as per policy.
- Disseminated the proper emergency procedures to all staff and residents in the event of an emergency.
- Assisted the Director in developing and maintaining cooperative agreements, relationships, and liaisons with local, county, state, and federal governments; community groups and local businesses.
- Maintained primary responsibility for the development and upkeep of resident case files.
- Completed paperwork such as resident terminations, parole plans, home confinement plans and furloughs in a timely manner and submit to the appropriate authority.
- Work with inmates whose problems, needs, and comprehension levels vary greatly.

#### Correctional Case Manager

**Delta Corporation - 2002 – 2007**

##### Key Deliverables:

- Created home plans upon release dates Placed inmates in appropriate programs based on their needs Train and prepare inmates for life outside prison.
- Worked in an advisory capacity with convicted criminals to help rehabilitate and to reintroduce them back into society.
- Conducted initial assessments of inmate needs and develop case plans for each inmate on the assigned caseload Provided assessment of inmate behavior.
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- Developed treatment/behavioral plans for juvenile offenders -Monitored court documents/reports for juvenile offenders -Completed treatment groups -.
- Operated prison unit with a caseload of 250 offenders Facilitated intensive case management in addition to group therapy sessions Graduate Training.
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

Bachelor's in Arts - January 1989(Hart School for Professional Secretaries - Pompano Beach, FL)

