

Robert Smith

Correctional Case Manager

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SUMMARY

Correctional Case Manager Organised, highly motivated, and detail-directed problem solver. Proven ability to work in unison among staff, professionals, public, and offender population, Government Officials, Law Enforcement Agency and Personnel.

SKILLS

Microsoft Office, Community Outreach, Interviewing, Documentation, Event Planning, Training, Leadership Development, Life Coaching, Management.

WORK EXPERIENCE

Correctional Case Manager

ABC Corporation - May 2001 - March 2005

- Provided correctional case management to the female inmate population.
- Supervised a caseload of 100-135 inmates in accordance with policy and procedure.
- Maintained and update case notes in OPUS (Offender Population Utilization System).
- Reviews pertinent written documents, including case management actions, to ensure accuracy and completeness and to evaluate and make recommendations to managerial staff, in accordance with policy and procedure.
- Provides direct supervision of the Case Management Specialists by providing information and guidance, performance expectations and evaluations and recommending disciplinary action.
- Responds to inquiries from inmates, family members, outside agencies, attorneys and others regarding inmates incarceration and about agency policies and procedures, in person? by telephone and in writing.
- Coordinates, monitors and participates in the training of case management unit staff to ensure continuity of services and to ensure compliance with agency policy and procedure.

Correctional Case Manager

Delta Corporation - 2000 - 2001

- Provide safety and security by monitoring -Monitoring the environment -Complete daily checks of the assigned area -To ensure and assists case plans are.
- Provide inmate with specific needs such as discharge, planning, referrals, transitions, purchasing, scheduling, and providing structured activities.
- Counseling -Opus training 125 Burnt Mill, Rd Edenton, NC 27932 Home Phone 252-482-3863.
- Provided case management and reintegration serves for soon to be paroled or released DOC inmates such as job, education and housing services.
- I also handled inmate classification and records management and served as a disciplinary officer for offenses committed that were in violation of DOC.
- Promoted Individualized Program Plan; Objectives/goals; Program compliance/re-assessments; Incident reports; Health; Release/community reintegration; .
- Filing, Customer relations.

EDUCATION

Masters in Public Health - (Kaplan University - Fort Lauderdale, FL)