## Regional Field Coordinator

### Knowledge

| | | |
|---|---|---|
| NIC resources-**C** | Criminal Justice system- **C** | Agency mission/goals |
| Correctional issues | Testing instruments | Available resources |
| Adult learning theory | Assessment tools | Stress managemenet techniques |
| Policies and procedures | Group dynamics | Cultural diversity |
| Subject matter | Instructional design | |

### Attitudes

| | | |
|---|---|---|
| Organized | Dependable | Credible |
| Diplomatic | Tactful | Perceptive |
| Visionary | Punctual | Adaptable |
| Empathetic | Analytical | Assertive |
| Creative | Self-motivated-**C** | Resilient |
| Resourceful | Energetic | Fair |
| Ethical-**C** | Patient | Positive |
| Persuasive | Cooperative | Professional-**C** |
| Influential | Optimistic | Change oriented |
| Flexible | Sincere | |

### Skills

| | | |
|---|---|---|
| Training strategies-**C** | Research | Crisis management |
| Marketing | Leadership-**C** | Organizing |
| Planning | Budget preparation | Managing change |
| Communicating (written/oral)- **C** | Public relations | Classroom management |
| Computer skills | | |

### Equipment and Tools

| | | |
|---|---|---|
| Computer | Phone | Software |
| Internet access | Projector | |

Knowledge, Skills, and Attitudes rated most important for a Regional Field Coordinator are marked with "**C**" for criticality.

## US Department of Justice National Institute of Corrections

## Regional Field Coordinator

DACUM Profile/Validation August 30, 2010


Organized & Facilitated By

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## DACUM Panel of Experts

| Participant | Title | Company | State |
|---|---|---|---|
| Louise Layton | Training Administrator | Delaware Dept. of Correction | Delaware |
| Mark Pisano | Sr. Probation Officer & Staff Development Officer | Ulster Co. Probation Dept. | New York |
| David Dusschee | Senior Trainer | Oregon Youth Authority | Oregon |

# DACUM Profile for Regional Field Coordinator

**A Regional Field Coordinator is a corrections training professional who volunteers as a liaison to the National Institute of Corrections in order to analyze regional training needs, and inititate, coordinate, and disseminate training programs for the purpose of enhancing regional training capacity and promoting high levels of excellence and professionalism.**

| Duties | | Tasks | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| A | Conduct Needs Assessment | research prior needs assessment | interview agency representative(s) | Identify problem areas | prioritize training & education needs | network with non-participating agencies | | | |
| | | | | | | | | | |
| B | Participate in Planning Session | participate in all planned activities | collaborate on resources/budgeting | complete new RFC orientation | attend all business sessions | provide meaningful input | take ownership of regional project | review past-year reports | review RFC mission |
| | | volunteer your skills/resources | establish project teams | plan multidisciplinary events | establish realistic budget | determine event topic | | | |
| | | | | | | | | | |
| C | Plan Regional Events | collaborate with other RFCs working on project/task | identify target audience | identify presentors | determine venue & location | determine participant/class numbers | develop project task and timelines | plan logistical needs | identify needed resources to include classroom materials |
| | | advertise event | screen applicants | choose/notify participants | realistically evaluate program viability | evaluate action plan progress | | | |
| | | | | | | | | | |
| D | Deliver Regional Events | travel to event site | coordinate onsite with host | setup and test training room | solve problems in conjunction with host agency that arise onsite | coordinate agenda (breaks, meals) | introduce program and presentors | deliver and distribute resource materials | deliver multidisciplinary events |
| | | conduct end-of-day/end of-program evaluations | survey event participants | solicit non-participant stakeholder input | review participant surveys | determine what worked/what didn't | file appropriate paperwork | | |
| | | | | | | | | | |
| E | Participate in Monthly Meetings | review previous minutes | discuss assigned reports, briefings, and/or action list items | assist other RFCs in identifying and obtaining resources | confirm date/time next meeting | | | | |
| | | | | | | | | | |