

CORRECTIONS WORK RELEASE MANAGER

Nature of Work: Under general direction, oversees and directs operational and program functions of a work/study release center. Monitors and controls budget expenditures, rehabilitation programs, support services and security. The manager ensures that the conditions of parole or release are met. Performs related work as required.

Examples of Work

Coordinates and directs the work of professional and support staff.

Establishes budget priorities and directs the preparation of budget requests; approves/disapproves budget expenditures. Monitors and controls inmate trustee accounts and inmate benefit funds.

Monitors staff and inmate interaction to ensure established standards of conduct are met by both.

Enforces security procedures.

Approves inmate medical and dental treatment. Monitors food service and custodial care for the center to ensure both meet Division of Corrections standards.

Identifies inmates eligible for early discharge and submits recommendation to Corrections' administration.

Interviews applicants for positions at the Center and recommends candidates for hiring or promotion.

Advises staff of change in agency policy and procedure.

Knowledge, Skills and Abilities

Knowledge of current philosophies in corrections management.

Knowledge of accepted methods of custody, treatment and training of inmates.

Knowledge of the governmental budgetary process as it relates to the operation of a work release center.

Knowledge of agency policies and procedures governing the operation of a work release center.

Ability to direct the work of professional, para-professional and support staff of a work release center to ensure adequate security, support services and program services.

Ability to clearly interpret agency policies and to translate rules, regulations and policies to workable procedures.

Minimum Qualifications

Training: Graduation from an accredited college or university with a degree in criminal justice, psychology, sociology or social work.

Substitution: Full-time or equivalent part-time paid experience as described below may substitute for the required training on a year-for-year basis.

8910

CORRECTIONS WORK RELEASE MANAGER (CONT'D)

Minimum Qualifications (cont'd)

Experience: Three years of progressively responsible full-time or equivalent part-time paid experience in corrections administration.

Established: 8/19/93
Revised: 10/31/2000
Effective: 10/31/2000