

**CORRECTIONS UNIT MANAGER****Nature of Work**

Under general supervision, serves as the supervisor of a multi-disciplinary team of staff assigned to work in a resident unit. The work of the unit involves providing security, inmate counseling, treatment services, developing case histories and recommendations regarding inmate behavior and performance, controlling inmate movement, and acting as role models for the inmates. Works within general methods and procedures and exercises considerable independent judgement to adopt and apply guidelines to specific situations. Performs related work as required.

**Examples of Work**

Supervises the activities of the unit and staff.  
Develops work schedules for staff to accomplish the mission of the unit and institution.  
Participates in institutional committees.  
Advises department management in matters pertaining to inmate management and programs.  
Provides assistance in structuring the total institutional program for the individual resident.  
Counsels inmates on vocational, academic, social and personal problems.

**Knowledge, Skills, and Abilities**

Knowledge of the policies, procedures and regulations of the Department of Corrections and the assigned institution.  
Knowledge of psychological and social problems in a correctional setting.  
Knowledge of counseling and guidance principles and techniques.  
Knowledge of correctional treatment and rehabilitation programs.  
Knowledge of inmate rights.  
Knowledge of basic principles of personality, deviant behavior, delinquency, criminology and corrections.  
Ability to supervise, instruct, direct, and evaluate employees.  
Ability to establish and maintain an effective working relationship with individuals and groups.  
Ability to perform routine counseling activities.

CORRECTIONS UNIT MANAGER (CONT'D)

**Minimum Qualifications**

**Training:** Graduation from an accredited four-year college or university with a major in criminal justice, corrections, psychology, sociology, counseling, counseling and guidance, criminology, social work or related field.

**Substitution:** Additional experience as described below may substitute for the required training on a year-for-year basis.

**Experience:** Four years of full-time or equivalent part-time paid experience in inmate counseling, security or treatment in a correctional setting or in counseling, counseling and guidance, as a probation and parole officer, mental health counselor or social worker.

**Substitution:** Master's Degree from an accredited college or university in criminal justice, corrections, social work or related behavioral science field may substitute for the required experience on a year-for-year basis.

Established: 8/19/93  
Revised: 5/1/94, 3/23/00  
Effective: 3/23/00