

ASSOCIATE WARDEN FOR PROGRAMS

Work in this class involves responsibility for the planning, coordinating and supervising of all programmatic activities at Central Prison. Employee is responsible for and directly supervises the educational, diagnostic, classification, recreational, visiting and family orientation services as well as other traditional program components offered at a large institution. Central prison houses between 800 to 1,000 inmates classified as close, medium and maximum security, administrative and disciplinary segregation, Death Row, safe keepers, protective custody, mental health pre-sentence diagnostic and hospitalized inmates. Employee reports to the Deputy Warden.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Work involves the planning of long-range programmatic objectives for nine specialized populations within Central Prison. As a member of the institutional management team, employee assists in determining overall programmatic goals of the institution on a short and long term basis.

Organizing and Directing - Employee is responsible for balancing the work load of subordinate staff in all case management and programs activities. Work requires the employee to determine effective methods for the integration of programmatic and security considerations in managing a large diverse inmate population.

Budgeting - Employee works closely with the Administrative Services Manager in order to identify funding alternatives for the delivery of program services. Employee makes recommendations for supplies and materials for the program areas to the Deputy Warden.

Training - Office of Staff Development and Training provides basic training to new staff. Employee identifies methods and training programs for improving the efficiency and effectiveness of institutional programs. Work includes determining staff training requirements through needs assessment.

Setting Work Standards - As a member of the institutional management team, employee provides significant input into the development and implementation of internal standards established to meet the programmatic goals of the Division of Prisons.

Reviewing Work - Employee is responsible for conducting periodic reviews and evaluations of all institutional programs. Employee ensures that all institution programs are serving the needs of inmates by conducting frequent staff meetings with supervisory staff.

Counseling and Disciplining - Employee utilizes established Department Disciplinary Procedures. Employee has the authority to issue oral and written disciplinary warnings to subordinates after discussion with supervisor.

Performing Other Personnel Functions - Employee conducts performance appraisals on employees directly supervised and reviews employee evaluations of first line supervisors. Employee recommends applicants for employment or promotion with significant input into selection and recommends performance salary increases.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employee is responsible for the entire program delivery system at Central Prison. Program needs, procedures, and activities require frequent changes based on the wide diversity of the populations served as well as programs provided.

The wide diversity of inmates, programs and services require extensive integration of program components with custody and security components.

Variety of Work Supervised - Employee supervises the work of staff who are responsible for managing the following program components: Psychological, Chaplancy, Diagnostic, Education, Classification and Case Management. In addition, employee must coordinate all services provided by community volunteer organizations.

Number of Employees Responsible For - 38

III. EXTENT OF SUPERVISION RECEIVED - Employee works independently on a daily basis in assigning staff workloads; however, significant program changes must be approved by the Deputy Warden.

IV. SPECIAL ADDITIONAL CONSIDERATIONS - Some staff, because of inmate schedules, or availability for participation in programs, may work second shift and/or weekends. Work force is basically stable unless an emergency demands staff to assume a custody role.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of correctional programs. Considerable knowledge of departmental rules, policies, and procedures concerning programs, custody, care, treatments and training of inmates. Considerable knowledge of the principles of administration involved in operating a State Correction facility. General knowledge of community resources. Ability to organize and supervise the activities of a group of employees. Ability to establish and maintain an effective relationship with inmates, inmates relatives and professional/paraprofessional personnel. Ability to express ideas clearly and concisely, both orally and in writing.

Minimum Education and Experience - Graduation from a four-year college or university with a degree in human services or criminal justice field and four years of experience in correctional programs management work; or an equivalent combination of education and experience.

Necessary Special Classifications - Must be eligible for certification by the North Carolina Criminal Justice Training and Standards Council.