

CORRECTIONAL ASSISTANT UNIT MANAGER

Work in this class involves assisting the Correctional Unit Manager in the management and operations of an institutional housing unit within a medium to large size prison facility. Employees are responsible for the implementation and monitoring of the unit case management system which entails providing individual counseling, participating in group sessions, and maintaining reports relating to the inmate's progress through the institution. Employees supervise staff, and in the absence of the Correctional Unit Manager, assume responsibility for the overall management of the unit. Employees may serve on a variety of institutional classification committees. Employees report to the Correctional Unit Manager.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees are responsible for work scheduling functions during the days when they have total responsibility for the shift. Employees provide input to the Correctional Unit Manager on work scheduling as required. Employees assist the Correctional Unit Manager in the implementation of overall unit operations, and in their absence act independently in the unit.

Organizing and Directing - Employees are responsible for assigning work to subordinates utilizing standard operating procedures and in the absence of the Correctional Unit Manager make adjustments in work schedules and methods and procedures.

Budgeting - Employees have no responsibility in this area.

Training - Employees provide on-the-job training particularly as it pertains to the unit case management system.

Setting Work Standards - Employees are responsible for assuring that work standards and policies are followed in accordance with institutional policy. Employees assist the Correctional Unit Manager in setting work standards.

Reviewing Work - Employees are responsible for reviewing the following activities: classification and case management, housing inspections performed by correctional officers, and disciplinary investigations.

Counseling and Disciplining - Employees counsel staff as needed, and give oral warnings. Written warnings are subject to review of the Correctional Unit Manager. Final disciplinary actions are approved by a higher authority.

Performing Other Personnel Functions - Work involves the completion of the supervisory review section of performance appraisals on subordinate staff. Employees may assist in interviewing new applicants and have input into promotion and merit recommendation.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employees work in a correctional institutional environment where changes are limited. DOC policies are established by Prisons administration and State law and changes are usually infrequent and minor.

Variety of Work Supervised - Employees supervise staff who are responsible for managing inmate program activities and custody.

Number of Employees Responsible For - Fifteen to thirty-six.

III. EXTENT OF SUPERVISION RECEIVED: Employees receives supervision from the Correctional Unit Manager in accordance with standard DOC policy. Employees confer with supervisor when unique or unusual operational, programmatic or administrative problems occur.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Employees are responsible for staff who work three shifts a day, seven days a week. The workforce is basically stable.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities –Considerable knowledge of policies and procedures of Division of Prisons. Considerable knowledge of the techniques of supportive counseling and interviewing. General knowledge of the method and procedures of discipline and rehabilitation of inmates confined to a state corrections facility. Ability to evaluate information concerning an individuals past experience, training, attitude, social environment, and mental capabilities. Ability to make clear and concise reports, both written and oral. Ability to establish and maintain an effective relationship with inmates, inmates' families, and a variety of professional and paraprofessional personnel. Ability to utilize supervisory and managerial techniques.

Minimum Education and Experience - Graduation from a four-year college or university, with a major in a human services or criminal justice field, and one year of experience in corrections or an associate of arts degree in a related field, and three years of experience in corrections; or a high school diploma and six years of experience in correction; or an equivalent combination of education and experience.

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