

JOB DESCRIPTION

Center for Women Full Time Program Assistant

Reports To: Center for Women Program Director

Hours: 1st Shift = 7am -3pm
2nd Shift = 3pm - 11pm
3rd Shift = 11pm - 7am

Position Description: This regular, full-time, onsite position assists in managing the Center for Women 24/7 residential work release program in compliance with NC Department of Adult Correction (NCDAC) standards; provides general guidance and program support to residents, ensures and enforces resident accountability, and other specific duties as assigned by the program director.

The Center for Women assists and monitors residents (offenders) including work release, case management, behavioral health, community volunteer passes, study release and more. This program, in coordination with the LifeWorks! and Families Doing Time programs, provides a comprehensive reentry transition for currently incarcerated residents preparing for release from state prison. Services include individualized employment plans; community employment; education and vocational training; life skills workshops; behavioral health; peer support; and family reunification assistance.

Duties & Responsibilities:

- ◇ Ensures the safety and security of residents, staff, onsite guests, and the facility.
- ◇ Implement duties in compliance with CCT policies and those of the NC Department of Adult Correction (NCDAC).
- ◇ Assist with resident coordination for Case Management and Behavioral Health
- ◇ Manage daily routine of the facility.
- ◇ Supervise resident activities and volunteers.
- ◇ Performs residents count and conducts thorough searches of residents and their property for prohibited contraband items.
- ◇ Maintains proper court security coverage in order to mitigate escapes.
- ◇ Provide support to residents through firm, fair, and consistent direction and guidance.
- ◇ Monitor the location and activities of residents on and off site.
- ◇ Provide accurate and timely documentation via reports and data collection.
- ◇ Serve as a facilitator and mediator in the resident community.



- ◇ Promotes and models positive interactions with residents, community volunteers, families of the residents and CCT community partners.
- ◇ Transports residents via the agency vehicle to: shopping trips, medical centers, DMV, courts, jails, prisons, and other pre-approved locations.
- ◆ Escorts residents into NCDAC facilities requiring contact with hospital personnel such as physicians, nurses, and other medical staff; and the public.
- ◆ Schedules and coordinate resident medical appointments with NCDAC or other provider(s)
- ◆ Manages the house grocery shopping online and in-person at big box retailers and food banks
- ◆ Maintains facility inspection and maintenance logs
- ◇ Assists with emergency preparedness and emergency response.
- ◇ Complete tasks and duties as assigned by the program director.

Desired Skills and Abilities:

- ◇ Must be able to read, interpret, and consistently enforce CCT policies in compliance with NCDAC policies
- ◇ Must be flexible, persistent, and patient and able to work with a diverse range of program participants.
- ◇ Must have an understanding of transition facility residential operations.
- ◇ Must be able to communicate professionally verbally and in writing,
- ◇ Demonstrated ability to respond to various forms of communication with the program director, including email, phone, and text messaging
- Must be organized with the ability to prioritize tasks and use resources wisely
- ◇ Demonstrated ability to work in a team setting.
- ◇ Demonstrated ability to solve complex problems using own judgment/discretion.
- ◇ Must be proficient in various computer programs including, but not limited to Microsoft Office and Google Chrome.
- ◇ Demonstrated customer service skills
- ◇ Demonstrated ability to organize and prioritize tasks
- ◇ Mature and professional demeanor and interaction with others.
- ◇ Demonstrated ability to drive
- ◇ Demonstrated ability to move over uneven surfaces and terrain
- ◇ Demonstrated ability to lift up to 25 lbs.
- ◇ Demonstrated ability to think and take quick action in response to emergency situations
- ◇ Demonstrated ability to reach or climb to tops of doorways, window sills and high shelving



Education and Qualifications:

- ◇ High School diploma or equivalent is required
- ◇ Associates degree or higher in Human Services, Criminal Justice or job-related equivalent is preferred
- ◇ Previous experience in Corrections is a plus
- ◇ Previous experience working in a residential transition facility is a plus
- ◇ Must have a valid NC Driver's License with no outstanding suspensions or citations
- ◇ Must be able to provide proof of car insurance
- ◇ A criminal background check will be conducted after verbal acceptance of employment offer

Interested candidates should send a cover letter with salary requirements and resume to:
admin@centerforcommunitytransitions.org.

