



JOB DESCRIPTION
Center for Women 2nd Shift Program Assistant (3-11PM)

Reports To: Center for Women Program Director

Hours: 3-11 PM Monday through Friday; flexibility is preferred due to 24/7 facility operation

Description: The Center for Women is a residential living facility for 30 currently incarcerated women who are within 3 years of release from their state prison sentence. The facility operates 7 days/week, 24/hrs/day and includes work release, visitation, family leave, behavioral health, community volunteers, financial education, and study release programming. This position is responsible for daily tasks that keep the facility operating efficiently and effectively; and, providing program support to residents, program staff, and other duties assigned by the program director.

Duties & Responsibilities:

- ◇ Responsible for maintaining the Center for Women program office during 3PM - 11PM shift
- ◇ Monitor resident work schedules, on/off site activities, and transportation
- ◇ Conduct resident count, campus site checks, resident room checks
- ◇ Process visitation applications
- ◇ Responsible for timely and accurate reporting to NC Department of Adult Corrections (NCDAC)
- ◇ Responsible for ensuring compliance with CCT policies in accordance with NCDAC standards
- ◇ Assists in emergency preparedness and response
- ◇ Refers residents to appropriate staff (case manager, behavioral health, program director) for escalated issues where appropriate
- ◇ Facilitate and promote positive interactions with the resident community, visitors, vendors, and CCT community partners
- ◇ Ensure the safety of residents, staff, visitors, and guests

Knowledge, Skills and Abilities:

- ◇ Associates degree or equivalent experience
- ◇ Must be able to work flexible hours including holidays, weekends, inclement weather, and emergency situations when appropriate
- ◇ Must be able to consistently administer firm, fair, and consistent policies and practices
- ◇ Must have a valid drivers license and up-to-date auto insurance
- ◇ Works well with people, including currently incarcerated people and their families
- ◇ Demonstrated experience working in and with teams
- ◇ Prior experience working in Corrections or in a residential living facility is a plus
- ◇ Demonstrated speaking and writing skills
- ◇ Able to quickly analyze situations and solve complex problems using good judgment/discretion
- ◇ Must be proficient using computers and various technology platforms, including Microsoft Office Suite and Google Chrome
- ◇ Ability to lift up to 25 lbs, reach or climb to tops of doorways, window sills and high shelving.



The Center for Community Transitions



building people, not prisons

- ◇ Ability to read, comprehend and retain detailed facility operating procedures

Send cover letter, resume, and minimum salary requirement to: dmontalvo@centerforcommunitytransitions.org.

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