

JOB DESCRIPTION
Center for Women Part Time Program Assistant

Reports To: Center for Women Program Director

Hours: This is a part time position that works a minimum of 4 hours, but does not exceed 20 hours per week. This position is not eligible for the CCT benefits program.

JOB DESCRIPTION: This position will assist in managing the Center for Women residential work release facility 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.

Location and Facility Description: Based in Charlotte, NC, The Center for Community Transitions, Inc. (CCT) mission is to strengthen the community by helping people with criminal records and their families find a healthier and more productive quality of life. The Center for Women is a 24/7 residential, work, and study release program for women currently under the custody of the NC Department of Public Safety (NCDAC) who are within 3 years of release from state prison.

Duties & Responsibilities:

- Ensures the safety of residents, CCT staff, onsite guests, and the facility.
- Implement duties in compliance with CCT guidelines and policies and those of the NC Department of Adult Correction (NCDAC).
- Provide support to Center for Women full time staff
- Assist with the daily operations of the facility.
- Provide support to residents through firm, fair, and consistent direction and guidance.
- Supervise resident activities and volunteers.
- Performs counts of residents and conducts thorough searches of residents and their property for prohibited contraband items.
- Maintains proper court security coverage and prevents escapes.
- Monitor the location and activities of clients 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.
- Manage programs delegated by the program director.
- Escorts residents into NCDAC facilities requiring contact with hospital personnel such as physicians, nurses, and other medical staff; and the public.
- 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 standard operating procedures in compliance with NCDAC policies
- Must be flexible, persistent, and patient and able to work with a diverse range of clients.
- Must be able to work flexible and non- traditional hours including any shift, holidays, emergency situations, inclement weather and weekends.
- Must have an understanding of transition facility residential operations.
- Must be able to communicate professionally verbally and in writing,
- 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 lift up to 25 lbs.
- Demonstrated ability to think and take quick action in response to emergency situations

Education and Qualifications:

- High School diploma or equivalent is required
- Associates degree or higher 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

Interested candidates should email a cover letter, resume and salary requirement to admin@centerforcommunitytransitions.org.



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