

JOB DESCRIPTION
Women's Facility Part Time Program Assistant

Job Title: Part Time Program Assistant

Report To: Women's Facility Program Director

Hours: Any day of the week that staff is committed to working

Position Description: This position will assist in managing the residential facility; provide accountability and program support, and other specific duties as assigned.

Position Status: 1. Non-Exempt 2. Does Not Includes benefits

Location and Facility Description: The Center for Community Transitions Women's Facility is a 24 hour, 30-bed work release center for female inmates who are within 3 years of release.

The Center for Community Transitions Women's Facility (CCT-WF) assists and monitors residents (inmates) including outside programs for work release, family leave, community volunteer passes, and study release. This program in coordination with the other two CCT programs of LifeWorks! and Families Doing Time provide a comprehensive reentry transition for residents. Services include individualized employment plans; community employment; education and vocational training; life skills workshops; and family reunification assistance.

Duties & Responsibilities:

- ◆ Provide support to Women's Facility Full Time Staff
- ◆ Transports residents via passenger vehicles to various destinations such as courts, jails, prisons, medical centers, and other specified locations.
- ◆ Transport residents on pre-approved shopping trips
- ◆ Escorts residents into NCDPS' facilities requiring contact with hospital personnel such as physicians, nurses, and other medical staff; and the public
- ◆ Plans and executes all aspects of the trip/run including: inspection/exchanging information, search of the vehicle and security items, timing and routing of the trip, accommodation of needs of residents, possession of all clearances and necessary travel documents, inspection and storage of resident's personal property, and the assurance of a safe and controlled travel environment.
- ◆ 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.
- ◆ Provide support to the residents of the facility through thoughtful direction and guidance.
- ◆ Manage daily routine of the facility
- ◆ Implement duties in compliance with CCT guidelines and policies and those of the Department of Public Safety (DPS)
- ◆ Ensure the safety of the public, staff, on-site guests, residents and the facility
- ◆ Supervise resident activities and volunteers
- ◆ 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
- ◆ Positive interactions with residents, community volunteers, families of the residents and partners of the agency
- ◆ Be knowledgeable and able to assist in emergency preparedness and emergency response
- ◆ Complete tasks and duties as assigned by supervisor
- ◆ Performs related work as assigned
- ◆ Manage Programs as delegated by Program Director

Desired Skills and Abilities:

- ◆ Flexible, persistent, and patient and able to work with multi-cultural clients
- ◆ An understanding of residential operations
- ◆ Excellent oral/written communication, interpersonal relations, supervision/management of resources, and public relations
- ◆ Ability to work in a team setting
- ◆ Ability to Multi-Task with no issues
- ◆ Ability to solve complex problems using own judgment/discretion
- ◆ Proficient in applicable computer programs such as Microsoft Office and Google Chrome
- ◆ Ability to respond to communication with Program Director, whether via email or text messages
- ◆ Value and exhibit excellent customer service
- ◆ Excellent organization skills
- ◆ Ability to work flexible and non- traditional hours including any shift, holidays, emergency situations, inclement weather and weekends
- ◆ Mature and professional demeanor and interaction with others
- ◆ Ability to drive
- ◆ Ability to move over uneven surfaces and terrain
- ◆ Ability to lift up to 25 lbs.
- ◆ Ability to walk distances
- ◆ Ability to think and move quickly to respond to emergency situations
- ◆ Ability to read, comprehend and retain detailed and varied operating procedures
- ◆ Ability to reach or climb to tops of doorways, window sills and high shelving

Education and Qualifications:

- ◆ AA degree or higher
- ◆ Excellent driving record
- ◆ Have a Valid North Carolina Driver's License
- ◆ Be able to provide proof of car insurance
- ◆ Clean background
- ◆ Sound character