

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

CORRECTIONS PROGRAM COORDINATOR

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to coordinate a correctional facility's resident classification program; substance abuse program, activities program, or athletics program.

There are four classifications in this job.

Position Code Title - Corrections Program Coord-E

Corrections Program Coordinator 9

This is the entry level. As a trainee, the employee carries out a range of professional corrections program coordinator assignments while learning the methods of the work.

Corrections Program Coordinator 10

This is the intermediate level. The employee performs an increasing range of professional corrections program coordinator assignments while continuing to learn the methods of the work.

Corrections Program Coordinator P11

This is the experienced level. The employee performs a full range of professional corrections program coordinator assignments in a full-functioning capacity. Considerable independent judgment is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title - Corrections Program Coord-A

Corrections Program Coordinator 12

This is the advanced level. The employee may function as a lead or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Prisoner Classification Program:

Coordinates the classification, reclassification, and labor pool operations of a correctional facility.

Serves as chairperson of the Program Classification Committee with responsibility for determining prisoners' program and/or work assignments.

May serve as member or chairperson of the Special Parole Committee.

Interviews prisoners at classification committee meetings.

May serve on the Security Classification Committee.

May serve as a reception and guidance center transcase processor providing synopses of prisoners' social histories and recommending treatment plans for rehabilitation.

Substance Abuse Program:

Oversees and coordinates outside personnel from community agencies or educational institutions who may be conducting substance abuse programming in the institution.

Reviews and screens prisoners for participation in institutional substance abuse and/or self-help programs.

Conducts group/individual counseling for identified substance abusers.

Evaluates and refers prisoners for possible community substance abuse programs.

Monitors the substance abuse rehabilitation program in the designated facility.

Activities Program:

Coordinates activity programs including hobby craft activities, special activities, leisure activities, and prisoner groups, associations, and organizations approved by the facility's administration.

Screens and interviews all prisoners requesting participation in programs and groups.

Evaluates proposals from prospective groups, detailing why they should or should not be approved.

Schedules all meetings of prisoner groups and provides proper supervision of such meetings.

Obtains custody clearance for all outside guests that work with the groups.

Directs prisoners in organized Department of Corrections' programs.

Provides instructions and training in activity programs.

Inventories and requisitions arts, crafts, and a variety of supplies and equipment for the programs.

Athletics Program:

Coordinates and directs calisthenics, competitive games, and other organized recreation programs.

Plans and schedules indoor and outdoor recreation for prisoners, such as football, baseball, basketball, ping pong, and pool games/tournaments.

Organizes and coordinates intramural athletic leagues and games with teams from outside the prison.

Maintains the gymnasium and sports equipment.

Inventories and requisitions recreation supplies and athletic equipment for the programs.

Prisoner Skills Developer:

Trains the trainers to facilitate the delivery of prison-based Prisoner Reentry programs.

Reviews prisoner risk assessments, interviews prisoners and determines risk priority in order to facilitate the delivery of prison-based Prisoner Reentry programs.

Facilitates/delivers prison-based Prisoner Reentry programs to groups of prisoners.

Oversees and coordinates outside personnel from community agencies, faith-based organizations and educational organizations to facilitate the delivery of prison-based programs.

Evaluates prisoner program involvement and refer prisoner to additional prison-based programs as required.

Obtains custody clearance for all outside guest that work with prisoners to facilitate delivery of prison-based programs.

Oversees and coordinates scheduling of all prison-based Prisoner Reentry programs.

Provides Quality Assurance and Continuous Quality Improvement relative to the component of the Prisoner Reentry model designed to deliver evidence-based and prison-based programs to prisoners.

All Programs:

Maintains records, prepares reports, and composes correspondence related to the program.

Establishes rules and monitors prisoners' behavior to maintain order.

Administers first aid, when necessary.

Performs related work as assigned.

#### Additional Job Duties

##### Corrections Program Coordinator 12 (Senior Worker)

Performs on a regular basis professional corrections program coordinator assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

##### Corrections Program Coordinator 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

### JOB QUALIFICATIONS

#### Knowledge, Skills, and Abilities

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and practices of Department of Corrections' programs is required at the intermediate level and above.

Knowledge of the techniques and problems involved in organizing group activities.

Knowledge of security procedures.

Knowledge of first aid.

Ability to organize and coordinate activities in a prison setting.

Ability to interpret and apply laws, rules, and regulations relative to the work.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Ability to establish and adapt rules to prevent prisoner disorder.

Ability to provide guidance and direction in activities.

Ability to administer first aid.

### Additional Knowledge, Skills, and Abilities

#### Corrections Program Coordinator 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

#### Corrections Program Coordinator 12 (Senior Worker)

Prisoner Classification Program:

Knowledge of prison classification methods and objectives.

Ability to organize and operate a prison classification system.

Substance Abuse Program:

Knowledge of individual and group counseling techniques.

Knowledge of the trends in the treatment of substance abusers.

Activities Program:

Knowledge of the resources available for the rehabilitation of prisoners.

Knowledge of social agencies contacted in the work.

Athletics Program:

Knowledge of the principles and practices of physical education and recreational programs.

Knowledge of the techniques and problems involved in organizing group recreational activities.

Prisoner Skills Development:

Knowledge of the principles of evidence-based practices for effective prison-based intervention and programs.

Knowledge of adequate platform skills to effectively deliver the objectives of training programs.

Ability to interpret actuarial risk assessments and identify pro-criminal attitudes, values and beliefs via individual motivational interviewing sessions.

Ability to evaluate prison-based programs for evidence-based content using Program Evaluation Tools.

### Working Conditions

The job is located in a correctional facility and requires direct contact with prisoners.

### Physical Requirements

The job duties require an employee to be absent of any physical limitation which would impair effective performance in the Department of Corrections.

## Education

Possession of a bachelor's degree in criminal justice, correctional administration, criminology, psychology, social work, counseling and guidance, child development, physical education or recreation, sociology, school social work, social work administration, educational psychology, family relations, human services, or theology.

## Experience

### Corrections Program Coordinator 9

No specific type or amount is required.

### Corrections Program Coordinator 10

One year of professional experience providing services to inmates, parolees, or probationers in a correctional setting equivalent to a Corrections Program Coordinator 9 Prison Counselor 9, or Parole/Probation Officer 9.

### Corrections Program Coordinator P11

Two years of professional experience providing services to inmates, parolees, or probationers in a correctional setting, including one year equivalent to a Corrections Program Coordinator 10, Prison Counselor 10, or Parole/Probation Officer 10.

### Corrections Program Coordinator 12

Three years of professional experience providing services to inmates, parolees, or probationers in a correctional setting, including one year equivalent to a Corrections Program Coordinator P11, Prison Counselor P11, or Parole/Probation Officer P11.

## Alternate Education and Experience

### Corrections Program Coordinator 9

Possession of a bachelor's degree in any major and one year of Department of Corrections experience.

OR

Education level typically acquired through the completion of high school and one year as an Assistant Resident Unit Supervisor 11 or Corrections Shift Supervisor 11; or, two years as a Corrections Field Services Assistant E10, Corrections Medical Unit Officer E10, Corrections Resident Representative E10, Corrections Security Representative E10, Corrections Transportation Officer E10, Resident Unit Officer E10, or Special Alternative Incarceration Officer E10; or, three years as a Corrections Medical Officer E9 or Corrections Officer E9.

## Special Requirements, Licenses, and Certifications

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

Some positions within this classification series that are assigned athletics program job duties may require possession of a bachelor's degree in physical education or recreation as required by an American Correctional Association accreditation standard.

Some positions within this classification series may require individuals appointed to maintain Master Trainer certifications in designated evidence-based and prison-based Prisoner Reentry programs.

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>	
CORPRGCDR	CORRECTIONS PROGRAM COORDINATOR	
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Corrections Program Coord-E	CORPCDRE	W22-007
Corrections Program Coord-A	CORPCDRA	W22-041

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