**Class Summary**

The responsibilities of this classification include supervising professional, paraprofessional, and clerical staff in providing program activities such as intake services, resident classification, programming for residents or individuals under supervised release, and Electronic Home Detention (EHD) in the Department of Adult and Juvenile Detention (DAJD).

**Distinguishing Characteristics**

This is a single-level classification. The Corrections Program Supervisor is distinguished from the Corrections Program Administrator in that the Administrator supervises Corrections Program Supervisors and oversees a major program section within DAJD.

The Corrections Program Supervisor is distinguished from lower-level classifications, including Corrections Program Specialist, Personal Recognizance Investigator, Volunteer Coordinator, Community Corrections Caseworker, and Placement Specialist, by its full supervisory responsibilities over these classifications.

**Examples of Duties (May vary by position)**

1. Supervise program staff, provide training and development, conduct performance appraisals, and recommend disciplinary actions.
2. Oversee the day-to-day operations of a program area by determining work and shift assignments, interpreting procedural guidelines, mentoring assigned staff, and giving direction on work assignments.
3. Serve as a resource person and program-area expert by resolving complex and/or difficult cases and addressing unusual legal problems or requirements.
4. Act as a liaison with the correctional facility, the courts, the public, community groups, law enforcement, and other individuals and agencies.
5. Conduct studies, maintain statistical data, and prepare written reports.
6. Authorize, initiate, and coordinate the release of individuals and arrange their acceptance into a program.
7. Determine how to meet resident management requirements by projecting population and classification trends and determine how to meet stipulations consistently.
8. Coordinate educational and other resident programs with community or private organizations.
9. Develop and implement detention policies and procedures.
10. Act on behalf of the corrections program administrator or management during absences.
11. Perform other duties as assigned.

**Knowledge/Skills (May vary by position)**

Knowledge of Washington State criminal code, court operations, and procedures

Knowledge of correctional facility operations, security practices, and programs for detained or supervised individuals, including resident classification methods

Knowledge of interviewing techniques, psychological and/or psychiatric evaluations, various treatment modalities in case management, and the signs and symptoms associated with domestic violence and/or substance abuse

Knowledge of human resources procedures and supervising the work of other professionals

Skill in human behavioral assessments, treatment, and group dynamics

Skill in written and oral communication

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to write clearly and concisely

Ability to work independently and as a team member

Ability to recognize, intervene, deescalate, and resolve conflict situations

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-exempt |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 11/2004 – Created  12/2007 – Changed font and format  07/2023 – Updated content |