

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-BROOKS FACTY/MUSKEGON TEMP
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Correctional Facilities Administration
<b>4. Civil Service Position Code Description</b> CORRECTIONS PROGRAM COO-STP	<b>10. Division</b> Earnest C. Brooks Correctional Facility
<b>5. Working Title (What the agency calls the position)</b> Prisoner Skills Developer	<b>11. Section</b> Prisoner Services
<b>6. Name and Position Code Description of Direct Supervisor</b> ; ASSISTANT DEPUTY WARDEN-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> SMITH, BOBBI L; STATE DEPUTY WARDEN-1	<b>13. Work Location (City and Address)/Hours of Work</b> 2500 S SHERIDAN DR; MUSKEGON, MI 49444 / Monday - Friday 8AM - 4:30 PM

- 14. General Summary of Function/Purpose of Position**
- Deliver evidence based programming in CFA, including becoming a content expert and Master Trainer. Attend necessary trainings to become content expert in delivering cognitive prisoner programming including, but not limited to, Violence Prevention Programming and other Prisoner Skills Developmental programs.
  - Coordinate and facilitate a process for developing and implementing all new training curricula to build prisoner skills and knowledge needed to implement prisoner reentry at full scale.
  - Identify the knowledge and skills needed by prisoner to implement the new operating procedures.
  - In cooperation with the MDOC Training Division, create a process for curricula review and design that incorporates the prisoner reentry model into all CFA prisoner skills development.
  - Collaborate with MDOC Training Division to develop a train-the-trainer process for embedding the necessary expertise among CFA training to deliver approved curricula.
  - Provide ongoing technical assistance to CFA staff, particularly those responsible for prisoner skill development and facilitation of prisoner programs within correctional facilities.
  - Perform other duties as assigned. Position is located within the secure perimeter of the E.C. Brooks Correctional Facility, a multi-level security prison, that houses 1280 prisoners.

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

**Duty 1**

**General Summary:**

**Percentage: 75**

Coordinate, oversee, achieve Master Trainer certification and/or conduct Department approved evidence based prisoner programming and prisoner skills development programming within a Correctional setting.

**Individual tasks related to the duty:**

- Conduct research and attend trainings, seminars, and conferences to become an expert and/or Master Trainer in required prisoner skills development and evidences based prisoner programs.
- Screen prisoner files for programming needs/changes
- Administer screening/evaluation instruments as needed
- Review process for assessing risk and matching the risk and need to the intensity of the intervention
- Conduct or co-facilitate groups and individual programming sessions
- Coordinate delivery for other programming by outside vendors, including, but not limited to, NA and AA
- Maintain detailed computerized (i.e. data entry) and hard copy records of prisoners' completion at various levels of programming
- Prepare reports and compose correspondence related to the program(s) as necessary
- Update OMNI and the Transition Accountability Plan (TAP) and other documentation as necessary.

**Duty 2**

**General Summary:**

**Percentage: 15**

Attend necessary trainings to become a content expert in programming.

**Individual tasks related to the duty:**

- Attend Department training necessary to deliver programming
- Attend outside vendor training, if necessary, to deliver programming
- Travel as necessary

**Duty 3**

**General Summary:**

**Percentage: 5**

Train other staff as necessary for long term sustainability of Phase I implementation of the Prisoner ReEntry model

**Individual tasks related to the duty:**

- Become certified as a Master Trainer in designated programming
- Train other staff to deliver programming as necessary
- Monitor and provide documentation to trained prisoner as necessary
- Update training material as necessary
- Perform Quality Assurance functions as required

**Duty 4**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

Tasks as assigned by Supervisor.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

This position functions with a high degree of independence as the candidate will be delivering programming throughout the state. Assessment and delivery of programming activities are necessary to ensure a seamless transition back to the community for the paroling/discharging prisoner population.

**17. Describe the types of decisions that require the supervisor's review.**

Changes/additions/deletions to programming content. Selection of programming materials. Changes to work schedule.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

This position requires extensive travel throughout the state. Flexibility of work schedule may be needed. The candidate must be able to operate a vehicle, a computer, a telephone, and lift up to 30 lbs. Inherent dangers associated with working with and around convicted felons.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |                            |                                    |                            |                                   |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> N | Train employees in the work.      |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

To develop, implement and deliver evidence based prisoner programming and prisoner skill development programming in CFA.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

None

25. What is the function of the work area and how does this position fit into that function?

To deliver prison-based programs within a correctional; setting and assist in the implementation of evidence-based practices; which includes the delivery of train-the-trainer to facility staff for prisoner programming in order to promote offender success AND facilitate prisoner skills development programs to increase the prisoner's abilities and capacity to function as a productive member of society, thereby enhancing public safety.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

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

**EXPERIENCE:**



