

State of Michigan  
Civil Service Commission

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Position Code

1. CORPCDRE

## 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-ST. LOUIS FACILITY
<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 Coord-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Corrections Program Coordinator	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> HULL, BRANDON D; ASSISTANT DEPUTY WARDEN-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> DESCO, MICHAEL G; STATE DEPUTY WARDEN-1	<b>13. Work Location (City and Address)/Hours of Work</b> 8585 N. Crowell Road St. Louis, MI 48880 / Monday - Friday 8AM - 4:30 PM

**14. General Summary of Function/Purpose of Position**

The Mission of the Michigan Offender Success Model is to reduce crime by implementing a seamless plan of services, supervision and opportunities developed with each offender and delivered through State and Regional Collaboration with the goal of obtaining employment and self-sufficiency. Facilitate evidence-based programming in a correctional setting and become a content expert. Attend necessary trainings to become a content expert in facilitating cognitive prisoner programming including, but not limited to, Violence Prevention Programming, Batterer Intervention Programming, Thinking for a Change, and other Prisoner Skills Developmental programs. Coordinate and facilitate a process for implementing all training curricula to build prisoner skills and knowledge. Identify the risks and needs of each prisoner to reduce crime and recidivism while promoting lifelong intrinsic change. Incorporate the tenets of Collaborative Case Management and Motivational Interviewing techniques into all interactions to promote pro-social behavior and transform the lives of offenders. Hold the offender accountable while utilizing evidence-based practices and reinforcing a strength-based approach to behavior change. Provide offenders with opportunities that will result in long-term self-sufficiency and an end to their criminal behavior. Perform other duties as assigned.

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, facilitate, and document Department approved evidence-based prisoner programming.

**Individual tasks related to the duty:**

- Possess up to date knowledge of the entry criteria, length of program, assessments that must be completed, requirements for successful completion, number of facilitators, type of facilitators, and number of participants for each Core Program.
- Work in collaboration with Offender Success staff to determine the best use of facility resources; includes a thorough understanding of the population at the facility in comparison to the waitlist needs.
- Possess up to date knowledge of their scheduling limitations and the amount of space available at each facility.
- Run the OMNI waitlist to determine who shall be enrolled into programming based on the PBJ (Parole Board Jurisdiction Date).
- Screen prisoner files for programming needs/changes to ensure that each prisoner's recommendation meets the eligibility criteria as described by Offender Success. Sends list of prospective participants to the assigned Analyst in Offender Success for final criteria eligibility review; prisoners are not activated in the program until approval is received from the Analyst.
- Administer and/or review screening/evaluation instruments that match risks and needs of the prisoner to the intensity of the intervention as instructed.
- Enter callouts to ensure that prisoners are aware of the program schedule.
- Prepare for group facilitation as instructed.
- Single facilitate or co-facilitate groups and individual programming sessions as instructed.
- Coordinate delivery for other programming by outside vendors.
- If concerns arise, consult with Offender Success analysts to determine if a prisoner has a cognitive or learning barrier that inhibits the prisoner from comprehending the concepts presented in the program.
- Contact Offender Success unit to request overrides or removals from programming.
- Monitor and review prisoner participation in programming.
- Monitor and comply with all instructions required for hiring approved Prisoner Therapeutic Program Mentors (VPP, Batterers Intervention, and T4C Tutors).

**Duty 2**

**General Summary:**

**Percentage: 15**

Complete all necessary paperwork to include both hard copies and entry into the Department's computerized data system.

**Individual tasks related to the duty:**

- Maintain detailed computerized (i.e., data entry) and hard copy records of prisoners' completion at various levels of programming as instructed.
- Follow proper procedures for enrollment and discharge in OMNI.
- Prepare monthly reports, other data reports, and compose correspondence related to the program(s) as necessary.
- Update OMNI and the Case Plan and other documentation, as necessary.
- Complete corresponding program discharge summary reports and program evaluation reports in OMNI Reports/Reception Center Report (this is not a CSJ-363) within ten business days of completion or termination from the program including refusals and distribute copies to the entities listed on the report and any other entities as instructed.
- Ensure that Department program detainers are added for prisoners at the time of enrollment for Core programming to prevent a routine transfer while active in a Core Program.
- Forward prisoner written requests for program reconsideration to the appropriate program authority.
- Comply with all Quality Assurance processes as determined by the Offender Success Unit.
- Attend scheduled staff meetings involving other Managers and staff within the Offender Success Administration.

**Duty 3****General Summary:****Percentage: 5**

Attend necessary trainings to become content experts in programming. Assist with mentoring and training other staff as approved by Offender Success. Answer correspondence related to assignment.

**Individual tasks related to the duty:**

- Attend trainings, seminars, and conferences to become a facilitator in required evidence-based prisoner programs.
- Attend annual meetings coordinated by Central Office Offender Success staff. Attendance is mandatory; all absences must be approved by the facility's Warden.
- Attend outside vendor training, if necessary, to deliver evidence-based programming.
- Possess up to date knowledge of Department policies, procedures, and manuals.
- Travel as necessary.
- Become certified as a Master Trainer in designated programming, if approved by Offender Success.
- Train and mentor other staff to deliver programming.
- Update training material, if approved by Offender Success.
- Perform Quality Assurance functions.
- Ability to communicate effectively regarding offender success.
- Ability to solicit opinions of others to find ways to accomplish Department goals.
- Ability to promote a work environment that allows opportunity for all people on the team to participate.

**Duty 4****General Summary:****Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:****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 across the facility. Facilitation 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 prisoner enrollment list

Changes to work schedule

Changes to programming locations

Group cancellations

Overall performance factors and tasks/responsibility completion

In addition, decisions which are not within the guidelines of Administrative Rules, DOM, Department Policy and Procedure.

**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.**

Flexibility of work schedule may be needed. The candidate must be able to stand or sit for long periods of time, operate, a computer, a telephone, and lift up to 30 lbs.

**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"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.  |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.  |

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

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 complete necessary training, become a content expert, and facilitate evidence based cognitive prisoner programming in CFA. Programs include, but are not limited to, the Violence Prevention Programming, Batterer's Intervention, and Thinking for a Change and other Prisoner Skills Developmental programs.

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

New establishment.

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

To facilitate prison-based programs within a correctional setting and assist in the implementation of evidence-based practices; which includes promoting offender success AND increasing 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.

**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.

**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.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to communicate effectively with others.

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

Knowledge of security procedures.

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

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None required.

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

***I certify that the entries on these pages are accurate and complete.***

ASHLEY NORTON

3/4/2026

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date