

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **OFFENDER PROGRAM COORDINATOR**

### **Basic Purpose:**

Positions in this job are responsible for planning, developing and directing an offender program within a correctional institution.

### **Typical Functions:**

- Responsible for planning, developing and directing offender programs within a correctional institution, community correctional center, or community work center. Interprets and implements rules, regulations and laws governing the operation of a specialized offender program.
- Responsible for the development and maintenance of outcome measures of program evaluation.
- Develops goals, activities, curriculum and procedures for specialized offender programs.
- Plans, develops and conducts training, seminars, meetings or presentations to the public, volunteers and staff.
- Develops, implements and interprets policy and procedure related to specialized offender programs.
- Manages the budget, staff and resources for the assigned area.

### **Knowledge, Skills, and Abilities:**

Ability to plan, direct and coordinate activities of others; to interpret, analyze and resolve technical information; to communicate effectively, both orally and in writing; in establishing and maintaining effective working relationships with departmental employees. Knowledge of program development and monitoring techniques; and of large and small group techniques.

### **Education and Experience:**

Statutorily Required: N/A

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Minimum Qualifications: Bachelors degree and three years of professional experience in corrections, social services or ministry.

Preferred Qualifications: Experience with cognitive behavior modification programs, or correctional treatment programs, including one year of supervisory experience.