

Oklahoma Department of Corrections
Unclassified Job Descriptor

P.R.E.A. Coordinator

Basic Purpose:

Positions in this job are responsible for developing, implementing, and overseeing agency practices in complying with the standards of the Prison Rape Elimination Act (PREA).

Typical Functions:

- Develops and maintains system-wide PREA operating procedures; monitors responsibilities of each facility's PREA Compliance Manager; provides technical guidance, assistance and feedback department-wide to ensure compliance is met. Serves as the primary contact and resource for management on PREA related inquires and procedural questions.
- Monitors and provides PREA related program services, educational materials and training to internal and external stakeholders to ensure they effectively support departmental goals; oversees the development of educational materials such as bulletin board posters, brochures and staff guides to educate staff and offenders regarding PREA reporting.
- Develops and maintains resources to enable 24 hour reporting for offenders and third parties, and to assure the Department's response to sexual violence is appropriate and adequate; monitors the quality of investigations by establishing a communication flow with each division.
- Coordinates the design and implementation of new programs, policies and procedures which affect the agency on PREA. Represents the Department and serves as a resource on national, state and local levels concerning the department's efforts on PREA issues.
- Prepares and submits formal reports to the Director and the U.S. Department of Justice and Director regarding management of PREA standards; reviews audit procedures and provides evaluation responses. Informs agency division heads of critical PREA issues, training needs or information updates.

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Knowledge, Skills, and Abilities

Knowledge of the principles and practices of correctional program development, implementation and evaluation; of problem-solving and conflict resolution; of the principles and practices of administration and management. Ability to plan, direct, coordinate, and evaluate the activities of others; to communicate effectively, both orally and in writing; to establish and maintain effective working relationships with department employees and managers, and others; to organize and conduct several projects simultaneously; and to analyze complex situations and adopt an appropriate course of action. Knowledge of, and skill in the use and application of, appropriate information technology.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and four (4) years of correctional experience; or an equivalent combination of education and experience.

Preferred Qualifications: Master's degree and experience equivalent to or greater than listed above.