

*****ALL Candidates MUST apply through MassCareers*****

Program Manager IV/Secure Adjustment Unit Manager - CON

Agency Name:	Department Of Correction	Shift:	Day
Official Title:	Program Manager IV	Confidential:	No
Functional Title:	Secure Adjustment Unit Manager	Number of Vacancies:	1
Position Type:	Management/Non Civil Service	City/Town Location:	Concord
Full-Time or Part-Time:	Full-Time	Facility Location:	MCI Concord
Salary Range:	\$35,247.68 – \$100,907.45	Application Deadline:	4/9/2020
Bargaining Unit:	M99	Posting ID:	200002UB

Duties: *

Manage the day-to-day responsibilities for the Department of Correction and vendor staffing for the Secure Adjustment Unit to include staffing, specialized and ongoing training, staff management and the allocation of resources. Coordinate the duties and tasks of the multi-disciplinary Unit Team to carry out the full range of rehabilitative programs to include, mental health services, classification, case management, vocational, educational, therapeutic recreational and community reentry interventions. Chair placement review meetings of the secure adjustment unit, participate in treatment/behavioral plan development/implementation/monitoring and coordinate the classification process. Operationalize and monitor the delivery of all services, inmate adherence to treatment and behavioral plans, collaborate with the Treatment/Unit Teams and disciplinary hearing officer(s) regarding inmate management and appropriate formal and informal sanctions. Ensure availability and accessibility of health, mental health and other treatment and program services for this specialized population monitor and record the provision of services and individual participation, conduct quality improvement projects to ensure internal compliance with facility program goals. Compliance with 103CMR 425: Secure Program Units and all relevant DOC policies and regulations . This position reports directly to the Deputy Superintendent. Performs other duties as assigned.

Qualifications:

Minimum Entrance Requirements:

Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, administrative, supervisory, or managerial experience in business administration, business management, or public administration and (B) of which at least three years must have been in a supervisory or managerial capacity or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Master's or higher degree with a major in business administration, management, public administration, industrial engineering, industrial psychology, or hospital administration may be substituted for a maximum of one year of the required (A) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Preferred Qualifications:

Demonstrated management abilities, proven interpersonal skills, and written/verbal communication skills. Working knowledge of the Department of Correction's operating procedures, security management, classification, treatment and assessment. Ability to multi-task, manage competing priorities within a highly charged, high risk, stressful environment. Ability to oversee a multi-disciplinary team that includes vendor and state employees. Familiarity with mental health services, practices and treatment modalities. Bachelor's Degree in criminal justice, correctional, public administration or mental health (Master's Degree preferred). Three to five years of correctional or criminal justice experience. Familiarity and knowledge of mental health field and experience in dealing with special needs populations such as mentally ill, developmentally or otherwise disabled, or substance abuse patients. Expertise in program development, policy and procedure writing, training and implementation

Comments:

Please note that salaries for management positions are determined according to the provisions of MGL Chapter 30, Sections 45 and 46C, and by policies outlined in the Commonwealth of Massachusetts Salary Administration for Managers, Confidential, and Unclassified Employees (also known as the "Grey Book").

Applicants must have no felony convictions, to include any actions defined in 5 U.S.C. 301; U.S.C. 509, 510; 42 U.S.C. 15601-15609. The Massachusetts Department of Correction shall not hire anyone who may have direct contact with offenders, who has engaged in sexual abuse in a prison or other institution as defined in 42 U.S.C. 1997; or has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force or coercion, or if the victim did not consent or was unable to consent or refuse, or has been civilly or administratively adjudicated to have engaged in the activity described in the above paragraph. The agency shall consider any incidents of sexual harassment in determining whether to hire anyone who may have contact with offenders or residents.

How to Apply:

In order to apply for external positions you must apply through Mass Careers. www.mass.gov/masscareers

Diversity Officer: Ms. Carol Thomas

An Equal Opportunity/Affirmative Action Employer. Women, minorities, veterans, and people with disabilities are strongly encouraged to apply