
CORRECTIONAL TREATMENT SPECIALIST RESUME

Career Objective:

To expand experience in the field and help better the company as a whole by using my years of experience and attained skills as Correctional Treatment Specialist.

Summary of Qualifications:

- Remarkable experience working in Correction facility
- Sound knowledge of psychological problems associated with drug addiction
- Solid understanding of principles, methods, and procedures for diagnosis, treatment, and rehabilitation
- In-depth knowledge of physical and mental dysfunctions
- Good understanding of all safety requirements and cautions
- Ability to Interpret complex laws, regulations, and policies
- Superior time management and analytical skills
- Strong project management and organizational skills
- Excellent communication and interpersonal skills

Work Experience:

Correctional Treatment Specialist, May 2006 – Present
Prince William County, Little Rock, AR

- Prepared and maintained inmate and offender case files.
- Prepared reports describing offenders' progress.
- Informed offenders and inmates of requirements of conditional release.
- Coordinated medical treatment services ensuring individual needs and court orders.
- Provided offenders and inmates with assistance in applications for social assistance.
- Helped offenders get employment, housing, counseling, education post-release.

Correctional Treatment Specialist, March 2003 – April 2006
Montgomery County Government, Little Rock, AR

- Provided casework services for inmates of penal and correctional institution.
- Analyzed collected data and developed and initiated treatment plan.
- Reported inmate's progress and made recommendations to parole officials.
- Provided offenders and inmates with assistance in applications for social assistance.
- Identified family needs prior to inmate's release.
- Conducted collective counseling for small groups of inmates.

Education:

Bachelor's Degree in Criminal Justice & Social Work, Santiago Canyon College, Orange, CA

Master's Degree in Criminal Justice & Social Work, Antonelli College, Cincinnati, OH

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