



STATE OF OKLAHOMA
OKLAHOMA DEPARTMENT OF CORRECTIONS

Unclassified Job

Faith and Character Community Program Coordinator

Basic Purpose:

Positions in the job are responsible for planning, developing and directing a faith and secular program within a correctional institution.

Typical Functions:

- Responsible for planning, developing and directing faith based and secular programs within a correctional institution. Interprets and implement rules, regulations and laws governing the operation of faith based and secular programs
- Develops goals, activities, curriculum and procedures for faith based and secular 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 faith based and secular programs
- Manages the budget, staff and resources for the assigned area

Knowledge, Skills and Abilities:

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

Education and Experience:

Minimum Qualifications: Bachelors degree in humanities or theology related field and three (3) years of professional experience in corrections, social services or ministry, including one (1) year of supervisory experience.

Preferred Qualifications: Experience with faith-based or cognitive behavior modification programs.

Salary:

\$47,364 per year plus benefits