Correctional Programming Specialist

Job Description:

The Correctional Programs Specialist plays a vital role in the delivery, development, and coordination of evidence-based programming within the correctional facility. This position supports the rehabilitation and reintegration of incarcerated individuals by assisting in case management, developing individualized action plans, and ensuring consistent program delivery in collaboration with facility staff.

Key responsibilities include serving as a liaison between the facility and community-based resources, supporting the program facilitator and program coordinator in program implementation, and helping to ensure inmates have access to the necessary services and support systems. The role is essential in maintaining program fidelity, promoting continuity of care, and contributing to positive outcomes for participants throughout their incarceration and transition back into the community.

Responsibilities:

- Assist in the delivery and implementation of evidence-based programming aimed at inmate rehabilitation and reintegration.
- Collaborate with correctional counselors to develop action plans tailored to individual inmate needs and program objectives.
- Act as a coordinator for services by establishing and maintaining effective partnerships with local resources, including community organizations, educational institutions, and social service agencies.
- Review assessment recommendations to identify inmate needs and preferences, and utilize this information to inform coordination efforts.
- Monitor program effectiveness and outcomes, collecting data and feedback to assess impact and make necessary adjustments.
- Provide support to the program facilitator and program coordinator in program facilitation and execution.
- Oversee the day-to-day coordination of the facility's Orijin tablet system as it relates to programming, education, reentry, and rehabilitative services.
- Coordinate the distribution, collection, charging, and appropriate availability of tablets throughout the facility.
- Participate in interdisciplinary teams and meetings to coordinate services, share information, and update on inmate treatment plans.

Qualifications:

- High School Diploma/GED required. Associate's degree in psychology, social work, criminal justice, or a related field preferred.
- Recovery Coach certification preferred.
- Previous experience in correctional settings, administrative work, or related fields is highly desirable.
- Strong understanding of evidence-based practices and interventions in the field of corrections and rehabilitation.
- Excellent organizational, communication, and interpersonal skills.
- Ability to work effectively both independently and collaboratively in a dynamic and fast-paced environment.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Ability to maintain confidentiality and professionalism in all aspects of work.
- Flexibility and adaptability to changing priorities and responsibilities.

Please email your resume to countymayor@claibornecountytn.gov or submit an online application by visiting https://claibornecounty.gov/employement by the close of business on Monday, October 19, 2026.
Claiborne County Government is an EEO employer.

Deadline for Submission: COB Monday, October 19, 2026