



Department of
Correction

ASSOCIATE WARDEN—PROGRAMS

MORGAN COUNTY CORRECTIONAL COMPLEX (MCCX)

Prison Operations Division
Location: Wartburg, Tennessee

Compensation: \$7,458 to \$11,935 monthly | **Job ID 72149**

WHO WE ARE:

The Tennessee Department of Correction operates and oversees 14 adult prisons across the state, housing some 21,000 offenders. In the community, TDOC supervises 79,000 offenders on probation, parole, or community corrections. The department operates 44 probation/parole offices in 13 districts across the state.

The Prison Operations Division is responsible for the daily operation and oversight of fourteen correctional facilities (ten state operated, and four contract operated). This division oversees Classification, Statewide Transportation, Special Operations, K-9 unit operations, and Emergency Services.

WHAT WE DO:

The Tennessee Department of Correction operates safe and secure prisons and provides effective community supervision in order to enhance public safety.

FOR MORE INFORMATION:

<https://www.tn.gov/correction/eo/choose-a-career.html>

HOW TO APPLY:

Applications and resumes may be submitted online. Visit: <https://stateoftn-careers.tteportals.com/search/jobs> to create an account and submit an application.

Questions?

Email: TDOC.Employment@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace.

It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.

OVERVIEW

The mission of the Division is to operate safe and secure prisons to enhance public safety in Tennessee through incarceration, rehabilitation and supervision of offenders. This position is located at Morgan County Correctional Complex (MCCX) in Wartburg, TN, and is responsible for directing the security, treatment or administrative programs for either a large/combination institution or a medium sized institution.

QUALIFICATIONS

- Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five (5) years of adult correctional management in one or a combination of the following: 1) administering or managing a rehabilitative, offender supervision, fiscal, correctional intelligence or correctional compliance program; 2) supervising staff who provide rehabilitative or security services; or 3) training employees on skills or standards.
- At least two (2) years of the above experience must include administering or managing a rehabilitative, offender supervision, fiscal, correctional intelligence or correctional compliance program or supervising staff that provide rehabilitation or security.
- See job posting for additional requirements.

KEY RESPONSIBILITIES

- Promptly takes appropriate action to resolve problems and settle disputes involving the operations of the institution.
- Conducts daily institutional inspections in accordance with policies and procedures and monthly compliance inspections as required by federal and state codes, laws, policies and procedures.
- Communicates effectively with the public and other agency and governmental representatives at all levels and private entities concerning matters related to the institution and its activities in accordance with code, policy and procedures.
- On an ongoing basis, monitors all the factors involved in controlling the costs in the institution's budget systems operations.
- Updates as required the Emergency Operational Plans (EOP) to meet changes required within the institution by code, policy and procedures.
- Provides critical input used in formulating policy and procedural changes needed within the institution to meet operational requirements.
- Ensures that senior staff are identified to monitor and control offender movement within and outside the institution in accordance with policies and procedures.
- Communicates effectively with all levels of staff and supervisors within the organization to promote a safe working environment and organizational effectiveness and constantly provides or direct training for staff under supervision.
- Monitors all Prison Rape Elimination Act (PREA) complaints, inspections, reports and investigations, as well as any Title IV activities, reports and actions in accordance with code, policies and procedures. Oversees the facility's Inmate Grievance program.
- Compiles institutional self-audit reports to prepare for accreditation processes.
- Recommends the allocation of staff within the institution's divisions or units to meet the operational needs of the institution and participates in the hiring and promotional processes in the institution.
- Plans, directs, and develops plans for ACA, PREA and TDOC audits, ensures compliance with all applicable laws, rules, and accreditation standards and to ensure appropriate corrective action is taken where discrepancies are noted.
- Creates job performance plans for all staff under supervision and completes all performance evaluations.
- Works with all assigned staff to develop their personal and professional career skills and abilities.