SIERRA CONSERVATION CENTER
DUTY STATEMENT

Position: Community Resources Manager, CI
Supervisor: Warden
Division: Administration

Under the general direction of the Warden, the Community Resources Manager, CI plans, organizes and directs a program to develop, allocate, coordinate and control all community resources for inmates within the institution. Supervises an Institutional Artist Facilitator, a Staff Services Analyst (General), a Management Services Technician, an Office Technician (Typing), the Catholic and Protestant Chaplains, the Native American Spiritual Leader, the Muslim Chaplain, and the Jewish Rabbi, as well as providing functional supervision to the Friends Outside Case Visitor Center Director and Family Liaison Service Provider.

Program Identification: The primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody inmates, to aid in their rehabilitation. SCC is one of the two prisons in the State responsible for the training and placement of male inmates in the Conservation Camp Program. SCC administers 16 male camps located from Central California to the southern border.

Essential Functions:

**Candidates must be able to perform the following functions with or without reasonable accommodation.**

40% Plan, organize, and direct a program to develop, allocate, coordinate, and control all community resources within and for a correctional institution; make resource availability/priority decisions within the institution; design and implement new and innovative programs to benefit the inmates and institution. Assist in identifying, developing and coordinating collaborative partnerships with local stakeholders, and facilitate continuity of services and transition from incarceration to community that support the California Department of Corrections and Rehabilitation (CDCR) reduction in recidivism strategies. Solicit community support and resources by contacting community leaders and agencies; make presentations and follow-up visits; implement community-sponsored activities for inmates; develop and provide orientation and training of institutional staff; design and implement special events designed to improve and maintain the relationship between the institution and various community stakeholders. Coordinate and serve as a liaison for the legislatively mandated Citizens’ Advisory Committee, the Inmate Family Council, Community Reentry Committees, and civic organizations. Seek volunteer partnerships for and manage inmate self-help programs such as Alcoholics and Narcotics Anonymous; monitor CDCR contractors who provide anger management and parenting programs, and services for inmate visitors.

35% Provide direct supervision to the institution chaplains. Coordinate, monitor, and support all religious programs. Prepare monthly chaplain duty schedules and timely job performance reviews. Is knowledgeable of the chaplain bargaining unit contract. Monitor the implementation of court-mandated religious services such as the provision of inmate religious dietary needs. Oversee and monitor faith-based reentry programs, volunteer services, grants, and donations. Provide direction to inmate/family service contract employees; monitor and evaluate service contracts; serve as liaison for inmate/family service contract contractors to prison staff; monitor gate clearances and institutional contractor identification cards for inmate/family service contractors and volunteers.

Revised 8/24/21
Monitor staff sponsors to Inmate Leisure Time Activity Groups and faith-based reentry programs. Direct and supervise volunteer recruitment for institutional programs including inmate self-help and religious programs. Coordinate gate clearance process, training requirements and other activities necessary for the service of volunteers, assigned contract staff, and staff sponsors, in a correctional setting.

Maintain records on program activities. Coordinate the collection of program data, and meet data reporting deadlines. Document and evaluate number of inmates and hours provided to communities to determine cost savings; the number of inmates and hours provided for self-help and religious activities that support CDCR reduction in recidivism strategies. Update annually all Department Operations Manual supplements and Operational Procedures for areas of responsibility of the CRM.

Ensure that inmate fund raising requests and community services projects using inmate labor are consistent with CDCR regulations and California statutes. Negotiate contracts with public entities who wish to use inmate support services. Monitor inmate fund raising and community service projects approved by the Warden. Other job related duties as required.

Non-Essential or Marginal Functions: None.

Special Requirements: The duties and responsibilities for this position may include travel, as required to complete the specific assignment. In addition, the CRM may be required, based on project completion needs, to work more than an 8 hour day or 40 hour week.

ADA Requirement: Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act.

Physical Requirements: There will be constant sitting, hand/wrist movement, fine finger dexterity, hearing/speech, and sight usage. Frequent standing and walking to meetings, and touring the institution. Occasional need for lifting, carrying, bending/stooping, reaching in front of body, pushing/pulling, kneeling/crouching, and reaching overhead.

Working Conditions: The CRM works in an indoor office setting; however, he/she is exposed to outdoor weather conditions when attending meetings and/or touring other areas of the institution, and when going to or leaving work site.

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this job description.

Employee Signature ___________________________ Date _____________

Supervisor Signature ___________________________ Date _____________