



Deputy Warden of Inmate Services

Department: Lycoming County Prison System

Revised: April 2026

DESCRIPTION

Professional, administrative and supervisory position in the jail, primarily responsible for all inmate services, inclusive, but not limited to inmate classification; general and specialized counseling; drug and alcohol programs; educational programs; internal work programs; reentry services and programs; all volunteer programs conducted; all religious, mental health services, contracted for, or otherwise provided to the inmates.

Provides the monitoring of staff and other service providers for meeting expected goals and contracted service providers for contract compliance. Provides administrative support to and participates in the design and implementation of comprehensive rehabilitative and re-entry programs and services.

Provides coordination of and to the prison by other criminal justice agencies and personnel, which establish pre-trial, Pre-Release, or reentry criteria for the inmates and/or who provide assistance in meeting those needs, including but not limited to public defenders, court, probation/parole, community-based groups and other similar offices and agencies. To act on behalf of the Warden as delegated.

SPECIFIC DUTIES

- Develops and operates a classification and counseling system that meets standards of the Department of Corrections of the Commonwealth of Pennsylvania.
- Coordinates and supervises all counseling, treatment, vocational, library, recreation, educational, religious and parole activities for all inmates.
- Supervises the activities and schedules of the Correctional Counselors and assigns caseloads at Prison and PRC.
- Responsible for developing and implementing on-going treatment training to prison staff through in-service, community agencies, and other sources.
- Serves as Chairman of the Classification Committee, which classifies and reclassifies all inmates and conducts weekly reviews of all individuals eligible for parole.
- Coordinates volunteers and programs.
- Addresses pertinent inmate complaints and grievances before they reach the Warden.
- Reviews inmate contacts with attorneys, public, private, and volunteer agency representation.
- Chairs weekly prison system treatment staff meetings.
- Coordinates the planning and development of policies/procedures related to the scope of professional program services; inmate classification; general and specialized counseling; drug and alcohol programs; education programs; internal work programs; reentry services and programs; all volunteer programs; all religious and mental health programs provided to inmates.
- Assists Warden with budget preparation and recommendations.

- Drafts policies and procedures needed to comply with established correctional standards including but not limited to Title 37 Chapter 95, which sets the operational standards for county prisons and, upon approval by the Warden, institutes such. Regularly reviews other regulations for prison compliance and/or recommendation of implementing other correctional non-required standards.
- Coordinates with other county departments such as Courts, Probation, etc. regarding early releases, hearings and requests of prisoners.
- Supervises and coordinates mental health services with the security department.
- Supervises the prison chaplaincy and religious programming.
- Coordinates all community volunteer programs and staff at the prison.
- Oversees the scheduling of program service staff. Oversees the evaluations of all supervised staff. Conducts regular department meetings with program service staff.
- Enforces all county and prison policies with all departments and individuals supervised, inclusive of the county and prison's Code of Ethics, and takes any and all needed corrective action after consultation with the Warden, unless immediate steps are needed.
- Acts as liaison with other government and community offices and agencies, including but not limited to, federal, state and local courts, law enforcement, probation/parole, human service agencies, and community members.
- Attends scheduled administrative meetings with the Warden.
- In the administrative capacity and as part of the Prison command structure this role is considered "on-call", on a 24-hour basis, 365 days a year (24/7). This includes a shared responsibility with the PRC Manager for the Pre-Release Center.
- Reviews and verifies information from records office, treatment plans, and parole plans.
- Responsible for interviewing, evaluating and supervising all inmate services staff.
- Supervises Inmate Education Program and GED education contractors.
- Establishes needs assessment and a list of priorities in regard to various treatment needs and/or services.
- Coordinates needed services with outside service providers.
- Maintains necessary documentation and confidential records on inmate treatment and services.
- Attends monthly Forensic Team meetings and develops agenda.
- Coordinates GED testing, Alternate Education (Act 30 or 1997) AA/NA programming, and other treatment services.
- Monitors attendance of all programs.
- Oversees and coordinates treatment services mandated by Federal or State Grant funding.
- Assists records with compliance with Act 84 requirements, as requested.
- Serves on committee or boards as required.
- Attends meetings, training seminars, in-services as required.
- Performs other job-related duties, as required.
- Serves as member of CIT Steering Committee, Lycoming County CJAB, and CJAB MH Subcommittee.
- Oversees and coordinates Internship Program
- Acts on the behalf of the Warden, as delegated.

WORKING CONDITIONS

Regular exposure to hazardous and unpredictable surroundings due to direct contact with inmates.

JOB REQUIREMENTS

- Minimum qualifications include a Bachelor's Degree and eight (8) years related experience.
- Comprehensive knowledge of modern principles and practices of counseling inmates and classifying them.
- Thorough knowledge of modern principles and practices of prison administration.
- A demonstrated ability to hire, plan and supervise the work of the professional staff.
- Ability to conduct detailed or involved professional studies and prepare reports.
- Capacity to exercise good professional judgment.
- Knowledge of social work principles applicable to correctional casework.
- Capability to communicate clearly both verbally and in writing and to understand and carry out complex verbal and written instructions.
- Ability to work flexible hours.
- Must be able to pass pre-employment background check and drug screening, as required by Lycoming County.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

This Organization Participates in E-Verify

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