
COMPETENCY PROFILE OF REGIONAL FIELD COORDINATOR

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U.S. DEPARTMENT OF JUSTICE
National Institute of Corrections

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Longmont, Colorado

REGIONAL FIELD COORDINATOR

... is a liaison to the National Institute of Corrections who initiates, coordinates and disseminates quality training initiatives and network resources responsive to the needs of correctional agencies.

Duties

A	⇒	Develops resource networks	⇒	A-1 Initiates communication activities with identified consumers, colleagues, resource	A-2 Generates/ updates mailing lists (participants/ consumers)	A-3 Contributes regional information to professional newsletters/ publications	A-4 Identifies training resources (sites, consultants, curriculum)	A-5 Participates in existing forums/ committees
B	⇒	Advocates for high quality training nationally and regionally	⇒	B-1 Participates/ provides information/ feedback for NIC initiatives	B-2 Promotes NIC programs/services	B-3 Nominates and recruits future RFCs	B-4 Implements NIC initiatives (ITIP, etc.)	B-5 Researches current trends/training information
C	⇒	Plans training initiatives in region	⇒	C-1 Assesses needs in region	C-2 Participates in annual national planning meeting (Longmont)	C-3 Participates in ongoing regional planning meetings	C-4 Establishes annual training initiative(s)	C-5 Develops Action Plan
D	⇒	Coordinates training initiatives in region	⇒	D-1 Develops program(s)/ product(s)	D-2 Finalizes needed resources/logistics	D-3 Markets program(s)/ product(s)	D-4 Approves final program(s)/product(s)	D-5 Selects participants/ consumers

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Tasks

A-6	A-7	A-8	A-9	A-10	A-11	A-12
B-6 Coordinates NIC activities locally (videoconferences/ audioconferences)	B-7 Makes presentations at professional meetings	B-8 Contributes materials to NIC Information Center	B-9 Assists other correctional professionals in accessing NIC services	B-10	B-11	B-12
C-6	C-7	C-8	C-9	C-10	C-11	C-12
D-6 Delivers program(s)/products	D-7 Evaluates program(s)/product(s)	D-8	D-9	D-10	D-11	D-12

Traits & Attributes

Organized
Diplomatic
Visionary
Empathetic
Creative
Resourceful
Ethical
Persuasive
Influential
Flexible
Dependable
Tactful
Punctual
Analytical
Self-motivated
Energetic
Patient
Cooperative
Optimistic
Sincere
Credible
Perceptive
Adaptable
Assertive
Resilient
Fair
Emotionally stable
Professional
Change-oriented
Sense of humor
Positive role model

Knowledge & Skills

Knowledge of:

NIC resources
Correctional issues
Adult learning theory
Policies and procedures
Subject matter
Criminal justice system
Testing instruments
Assessment tools
Staffing analysis methods
Group dynamics
Agency mission/goal
Available resources
Stress management techniques
Cultural and ethnic differences

Skills in:

Training theories and strategies
Marketing
Planning
Communicating (written/oral)
Organizing
Research
Leadership
Intercultural communicating
Public relations
Managing change
Crisis management

DACUM Facilitators
from the
National Institute of Corrections
Academy

Ida M. Halasz, Ph.D.
Rita Rippetoe

Dianne Carter, Ed.D.
President
National Institute of Corrections
Academy



U.S. Department of Justice
National Institute of Corrections

REGIONAL FIELD COORDINATOR

Panel Members

Ms. Sarah M. Amos
Deputy Probation Officer/Training
Manager
LA County Probation Department
Downey, CA

Mr. Michael J. Dooley
Training Coordinator
VT Department of Corrections
Waterbury, VT

Mr. Martin Drapkin
Training Officer
WI Department of Justice
Madison, WI

Ms. Leslie C. Fowler
Youth Services Coordinator
Division of Juvenile Justice
Lexington, KY

Ms. Penny Lucero
Assistant Warden
CCA/NM Women's Corr. Facility
Grants, NM

Ms. Kathleen Mickie-Askin
Training Administrator II
DE Department of Correction
Smyrna, DE

Ms. Dianne M. Nerboso
Training Instructor/Projects Coordinator
MA DOC, Training Academy
Medfield, MA

Mr. Steven K. Runyon
Director, Correctional Training Institute
Indiana Boys' School
Plainfield, IN

Mr. Robert S. Sanderson III
Program Coordinator
GA Public Safety Training Center
Forsyth, GA