

## REENTRY PROGRAM COORDINATOR

### **General Definition of Work:**

Performs intermediate professional and administrative work in the Cabarrus County Detention Center by providing counseling, case management, referral services and coordinating program activities for the community-based Inmate Reentry Program for ex-offenders who have recently completed active jail / prison sentences. Work is performed under regular supervision.

### **Essential Functions/Typical Tasks:**

**Coordinating the Inmate Reentry Program including program volunteers, background checks, and program scheduling and activities; establishing the Project Reentry Detention Center model and maintaining the reentry services database; interviewing ex-offenders to identify barriers to successful reentry; developing individualized case plans; providing counseling and referral services to meet identified needs; preparing case summaries and reports; maintaining records, files and confidentiality .**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Develops and recommends program policies and procedures including intake procedures, assessment process, reporting systems and service termination process in accordance with applicable state and federal laws and regulations.
- Develops agreements and programs with community agencies to provide a variety of services needed by clients.
- Establishes monitoring and evaluation processes to determine the effectiveness of the programs.
- Tracks progress and results and communicates with state via statistical reports.
- Performs case management duties including cooperating with the local Detention Center staff and community partners to identify clients appropriate for the program; establishing a case file for each client; developing an initial client needs assessment; and collecting related data such as school, employment, criminal and mental health records.
- Provides educational trainings and presentations to local officials and community groups.
- Travels to, educational facilities, health and mental health facilities, and other service agencies.
- Attends meetings, trainings, and conferences as required.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of local, state and federal laws and rules and regulations applicable to administration of community-based corrections programs. Considerable knowledge of organizations and resources in the community; of counseling practices and behavioral modification techniques; of principles and practices of criminal justice system and law enforcement. Knowledge of trends and current developments in field of community-based correctional programming. Ability to express ideas effectively orally and in writing; to deliver motivational presentations to a diversity of audiences; to develop the capacity of volunteers to implement and maintain programming; to establish and administer a community-based correctional diversion program including reporting and record keeping and evaluation; to use varied computer software and hardware to produce letters, minutes and reports; to exercise considerable discretion in handling confidential information; to effectively manage conflicts; to establish and maintain effective working relationships with people of diverse educational and cultural backgrounds, agencies, court and law enforcement personnel; and to attend work regularly.

### **Education and Experience:**

Requires graduation from an appropriately accredited four-year college or university with a degree in criminal justice, law enforcement, social work, psychology or related field and some experience in providing direct case management, assessment, referral, and supportive counseling services and administering a human service program. An equivalent combination of education and experience may be accepted.

**Physical Requirements:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force constantly to move objects; work requires standing and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, to receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. The worker is subject to contact with irate clients who may be hostile, resistant or violent. Travel in unsafe areas where the threat of violence is real or insolated areas where access to emergency services may be difficult. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

**Special Requirements:**

Possession of an appropriate driver's license valid in the State of North Carolina. Position is grant funded and subject to annual renewal. Position may require after hours work.

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