

Franklin County Position Description

Position Title: Programming/Reentry Coordinator

Department: Corrections

FLSA Status: Nonexempt

Reports to: Sheriff

Effective Date: 03/21/2023

Job Summary:

The purpose of the Programming/Reentry Coordinator position is to develop and implement comprehensive reentry programs for individuals transitioning from incarceration back into the community. You will work collaboratively with various stakeholders to ensure seamless coordination of services and resources to support successful reintegration and reduce recidivism rates. Work is performed under supervision and support of the Sheriff's Office

Essential Job Functions:

- **Program Development:** Design, implement, and evaluate reentry programs and initiatives aimed at addressing the needs of individuals returning from jail to the community. Develop strategies to promote successful reintegration, enhance public safety, and reduce the risk of reoffending.
- **Stakeholder Collaboration:** Build and maintain effective partnerships with jail staff, probation/parole officers, law enforcement agencies, social service providers, community organizations, and other relevant stakeholders. Coordinate efforts to streamline communication, facilitate information sharing, and enhance collaboration in supporting reentry efforts.
- **Assessment and Planning:** Conduct comprehensive assessments of individuals' needs, strengths, and risk factors during the reentry process. Collaborate with clients, case managers, and other professionals to develop individualized reentry plans that address housing, employment, education, healthcare, substance abuse treatment, mental health services, and other essential needs.
- **Resource Coordination:** Facilitate access to a wide range of services and resources to support successful reentry, including housing assistance, job training, vocational rehabilitation, healthcare services, counseling, peer support, and legal assistance. Connect clients with community-based programs and support networks to promote stability and self-sufficiency.
- **Monitoring and Support:** Provide ongoing support, guidance, and advocacy to individuals throughout the reentry process. Monitor progress, address challenges and barriers, and provide crisis intervention as needed. Offer encouragement, motivation, and empowerment to help clients achieve their reintegration goals and maintain positive momentum. Attend weekly and monthly meetings as assigned

- **6. Data Management and Reporting:** Maintain accurate and up-to-date records of client interactions, program activities, outcomes, and performance metrics. Prepare regular reports and documentation for funders, stakeholders, regulatory agencies, and organizational purposes. Use data to assess program effectiveness, identify areas for improvement, and inform decision-making.
- Performs other duties as required.

Required Knowledge/Skills/Abilities:

- *Complete training in suicide prevention, detection and procedures annually.*
- *Ability to follow oral and written directions.*
- *Ability to seek out new methods and principles and be willing to incorporate them into existing practices.*
- *Ability to work harmoniously within a team environment with both, internal and external partners.*
- *Be committed to the mission of the Sheriff's Office*
- *Be punctual for scheduled work and use time appropriately.*
- *Perform duties in a conscientious, cooperative manner.*
- *Perform required amount of work in a timely fashion with a minimum of errors.*
- *Be neat and maintain a professional appearance.*
- *Possess a valid Driver's license.*
- *To accept shared responsibility with other team members to successfully accomplish goal of each team which he or she is a member.*
- *To assure quality in work performed and the delivery of services.*
- *Maintain confidential information concerning clients and Sheriff Office operations.*

Education and Experience:

- *Minimum of a High School Diploma or equivalent required.*
- *Bachelor's or Master's degree in social work, criminal justice, public administration, or a related field preferred.*
- *Licensed Clinician preferred.*
- *Previous experience working with individuals involved in the criminal justice system, preferably in a reentry or corrections setting is preferred.*
- *Knowledge of reentry principles, evidence-based practices, and best practices in criminal justice and social services is preferred.*
- *Strong organizational, planning, and project management skills.*
- *Excellent interpersonal and communication skills, with the ability to collaborate effectively with diverse stakeholders.*
- *Ability to work independently, prioritize tasks, and manage multiple responsibilities in a fast-paced environment.*

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24	25-49	50-74	75-100
<i>Seeing: Must be able to read computer screens and reports.</i>	x			
<i>Hearing: Must be able to hear well enough to receive calls and radio communication.</i>		x		
<i>Standing/Walking: Must be able to move about the department.</i>				x
<i>Fingering/Grasping/Feeling: Must be able to type and use technical sources.</i>				x
<i>Lifting/Pulling/Pushing: Must be able to lift up to 25 pounds.</i>	X			
<i>Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up paper products or directories.</i>	X			

Working Conditions: Normal working conditions absent extreme factors.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Employee Signature

Date

Supervisor Signature

Date

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Approval Signatures:

Commissioner Carlton

Commissioner Fowler

Commissioner Saviello

Commissioner Skolfield

Commissioner Gilbert