

SHAWNEE COUNTY, KANSAS

Position Description Re-Entry Coordinator

POSITION CONTROL NUMBER: DF1285

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position provides program opportunities that will provide employment skills, training, and on-site work opportunities to select inmates to assist in achieving meaningful employment and life skills once discharged from the facility. This position shall conduct research, monitor, and implement the establishment of a Jail Re-Entry Initiative that helps improve the jail-to-community reentry process. This position shall create and maintain a comprehensive systems approach for improving public safety and reintegrate inmates back into the community, find sustainable employment, bring individuals out of poverty, and break the cycle of reoffending by building community partnerships. This position shall require moderate-to-high levels of organization, prioritization, and project management. Identifying inmate needs and working with outside agencies, volunteers, and community leaders are essential. This position is not required to work additional hours (mandatory overtime), but may be called to work based upon the immediate needs of the department, in a proven emergency situation, or as determined by the appointing authority. Re-Entry Coordinator performs other duties as required. This position is supervised by the ADC Trusty Work Line Supervisor.

WORK PERFORMED

- 40% Inmate Programs.** Researches, prepares, schedules, monitors, and implements a wide variety of programs for the inmate population housed in the Annex. Coordinates with Correctional Specialists and Special Services Line Supervisor to conduct research and maintain contact with various community-based organizations to bring a wide variety of programs to the Annex Re-Entry Program. This position places special emphasis on the implementation of the department's work release and offender reentry program. Assists with management and oversight of the resource library for the Annex, the community volunteer program, including recruitment, selection, and training of volunteers to provide programming to inmates housed in the Annex, and develop and maintain access to resources within the community to assist with inmate programs.
- 20% Work Release.** Assists with Work Release screenings and assessments, completes placements and monitors inmates participating within the Work Release Program. Completes inmate orientation for adult inmates housed in the Annex who will be participating in the Work Program. Provides job search assistance and guidance. Complete a skills, interest, and career assessment for inmates assigned to the Work Program. Provides guidance to inmates to aid in meeting an inmate's career objectives. Communicates with employers and potential employers of inmates in the community. Corresponds weekly with the Courts, Community Corrections, Court Services, and attorneys. Conducts weekly job checks to ensure inmate accountability. Acts as a liaison to the Courts and outside agencies to coordinate services for inmates preparing for release.
- 20% Community Relations.** Collaborates with outside disciplines such as court personnel, law enforcement, attorneys, and the public as it applies to the monitoring and supervision of inmates. Ensures a positive and effective relationship with community-based organizations. Collaborate with community agencies to build partnerships to transition inmates from the Annex to the community. Create partnerships with outside community partners to establish a Re-Entry Council to provide guidance on the transition of inmates from jail to the community.
- 5% Emergency Intervention.** Responds to and provides support and assistance in all emergency incidents, as directed by the site supervisor or incident commander.
- 5% Departmental Communication.** Reviews and implements reports to communicate to and assist ADC staff in making informed decisions on inmates and programmatic activities in the ADC by completing related reports and/or ensuring programs staff complete reports (investigative, disciplinary, incident, and/or maintenance requests).
- 5% Policies and Procedures.** Participates in the development and implementation of departmental policies and procedures. Monitors and maintains the inmate programs information being distributed to housing units. Interprets and explains policy and procedure changes to inmates housed in the Annex.
- 5% Departmental Support.** Responsible for a wide variety of job duties as directed by the appointing authority. Assists others with data collection within the Re-Entry Program to develop intervention strategies and evaluate recidivism.

**Shawnee County Position Description
Re-Entry Coordinator (DF1285)**

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Human resource management including hiring practices, disciplinary procedures, terminations, etc
- Supervisory responsibilities and effective leadership skills
- The attitudes, problems and behavior of criminal offenders
- Counseling techniques/skills
- The criminal justice system

Ability to:

- Assign, supervise, and evaluate the work of subordinates
- Think and act quickly during an emergency
- Establish and maintain effective relationships with offenders, other employees, and the general public
- Prepare written and oral reports
- Communicate effectively, both orally and in writing, using the English language

Skill in:

- Providing leadership and direction to employees

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving	X			
Pushing/Pulling	X				Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting			X		Around Moving Machinery	X			
ARMS					Carrying	X				Driving Automotive Equipment	X			
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting			X		Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions	X			
Carrying	X				Turning			X		Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision			X		Standing			X		Work Above Ground	X			
Far Vision			X		Sitting			X		Work Below Ground	X			
Color Vision			X		Carrying	X				Irregular Surfaces	X			
VOICE					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
EARS					Turning	X				Exposure to Marked Changes in				
Hearing			X		Lifting	X				Temperature and Humidity	X			

EQUIPMENT USED

Personal Computer Radios Department Vehicles Handgun (If Trained)
 Printer Restraint Devices Keys Capstun (If Trained)
 Telephone

**Shawnee County Position Description
Re-Entry Coordinator (DF1285)**

MINIMUM QUALIFICATIONS

- Degree from an accredited college or university with major course work in the Behavioral Sciences or Criminal Justice field. Experience may be substituted for the required education on a year-for-year basis. If experience is substituted for the required degree, a High School Diploma or GED Certificate is required.
- One (1) year experience in the criminal justice field or other related fields.
- Must be 21 years of age.
- No felony convictions.
- Valid Driver’s License and able to operate a County-owned vehicle (HR 2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

- Required to work additional hours (mandatory overtime) and/or may be called to work based upon the immediate needs of the department, in a proven emergency situation, or as determined by the appointed authority.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee’s Signature / Printed Name	_____ Date
_____ Administering Supervisor’s Signature / Printed Name	_____ Date
_____ Appointing Authority’s Signature / Printed Name	_____ Date

Created: 01/09
Revision History: 01/24