



RE-ENTRY SERVICES COORDINATOR

DEFINITION: Under the general oversight of a CCP (Community Corrections Partnership) – designated Department Head, who will assign tasks as directed by the CCP Executive Team, provide assessment, counseling, care coordination and community re-entry support to persons in a correctional setting.

ESSENTIAL JOB DUTIES: In a correctional setting as well as in the community, provides assessment of inmates committed to jail pursuant to Penal Code Section 1170(h); coordinates inmate treatment and services programs and refers inmates to appropriate treatment and services programs; assists in the development and implementation of a re-entry care plan; provides individual and group counseling around chemical dependency and/or mental health issues using evidence-based intervention strategies for persons in the correctional system. Provides individual case coordination and skill-building for inmates and/or persons re-entering the community; provides support and case management to same clients through connection to case management support in the community around benefits and access to housing, healthcare, employment or educational opportunities and other general living and recovery. Provides crisis intervention when appropriate and communicates around crisis conditions to appropriate partners. May provide supervision to other employees in the provision of services. Participates in collaborative team meetings and trainings; prepares reports, chart notes, and completes data collection forms in a timely, accurate manner; communicates effectively both orally and in writing with the Custody staff, Courts and Probation and/or other collaborative partners; maintains appropriate client service standards in compliance with federal, state, and local laws and regulations; manages confidentiality appropriately; maintains appropriate and timely documentation, as required performs related duties as assigned.

EMPLOYMENT STANDARDS

Education/Experience:

A bachelor's degree with emphasis in social work, psychology, health education, drug and alcohol issues, vocational guidance, employment counseling, career assessment, or a closely related field; **OR** (1) Six months of experience performing duties comparable to the HHS Specialist IV, Rehabilitation Specialist or Social Worker I class; **AND** (2) completion of 15 semester or 22 quarter college units in a human service or behavioral health field. Six months of additional experience may be substituted for the required

education; **OR** One year of experience performing duties comparable to the Social Worker I, Rehabilitation Specialist or HHS Specialist IV class.

Knowledge of: Current best practices in the assessment, treatment, and care management of persons with chemical dependency, mental health issues or co-occurring disorders within a corrections setting and as applicable to re-entry into the community. Cultural issues, family dynamics, and impact of trauma as applicable in the provision of services to this population. Partners, services, and resources within the community to assist in effective service provision. Laws pertaining to confidentiality and the ethical care of persons with addictions.

Ability to: Work effectively in a custodial setting as well as in a variety of other settings including the home and at other professional and/or community site. Assess adults using a standardized measure of risk, addictions, mental health needs and related issues. Obtain facts and recognize the relevant and significant considerations; organize and maintain work detail; utilize supervision and teamwork to assess situations and develop effective intervention plans. Communicate effectively both orally and in writing with Jail Staff, Courts, Probation, Health and Human Services and other collaborative partners. Diligently engage individuals to establish a trusting relationship. Maintain client rapport; analyze situations and adopt effective course of action; demonstrate skill in the more difficult casework areas; act effectively under stressful situations. Work effectively with the target populations being able to identify the individual's goals, strength and needs in their current setting. Seek out and effectively link clients with appropriate community resources. Establish and maintain working relationships with other professionals from a variety of agencies, and with community members. Keep accurate, clear and timely records and documentation; work some evenings or other alternate schedules as needs require. Ability to stand, walk, lift and carry up to 25 pounds, climb and descend stairs; sit for prolonged periods of time; produce written documentation by hand or computer; use a telephone; drive a motor vehicle. Consistent attendance is an essential function of the position.

Special requirements: Certification as a drug and alcohol counselor or eligibility to become certified during the course of employment is desired. Applicants must: successfully complete a pre-employment background investigation and physical examination, submit to yearly tuberculosis test, possess or obtain within six months of employment a valid First Aid and CPR certification and maintain during term of employment, and possess a valid operator's license issued by the State Department of Motor Vehicles.