



## Seminole County Sheriff's Office

### RE-ENTRY COORDINATOR

Class Spec Code: 1060

Established Date: 10/15/2020

Last Revised Date: 01/19/2022

Effective: 11/18/2022

#### Salary Range

\$19.97 - \$29.96 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Technicians

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

Performs professional and administrative work and supervision of re-entry program activity. Oversees the development and coordination of community substance abuse aftercare, which includes implementation of re-entry programs and special projects with agency partners and community service providers. Provides leadership on special projects and coordinates community services and facility initiatives related to substance abuse and re-entry. Work is performed under general supervision and is reviewed and evaluated through observation of performance, conferences, reports and results achieved. Prepares official forms, completes assignments, and assists Programs Lieutenant and Unit Management staff with operational details.

#### Typical Duties

***Note: Listed functions, duties, responsibilities and skills is not intended***

***to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.***

Plans, coordinates, performs and evaluates operations of re-entry programing and services relative to relative to reintegration into the community, serving as a case manager where appropriate.

Develops and implements written procedures to provide program services.

Reviews and analyzes activity reports and statistics in order to evaluate operational efficiency and effectiveness and makes recommendations as needed to unit management.

Communicates and visits other public and private agencies in order to exchange and develop resources.

Refers and connect clients to community resources to continue care after leaving the facility.

Develops, implements and reviews procedures to ensure program compliance with regulations and standards; maintains program records demonstrating compliance.

Recommends and implements administrative business processes and procedures.

Responds to requests, inquiries, made in person, online, via email, and/or telephone.

Process correspondence, reports, and other materials as required.

Conducts research as necessary to complete special projects and work assignments.

Completes assignments for Programs Lieutenant and Unit Management staff.

Performs other duties as assigned or as may be necessary.

### **Minimum Qualifications**

- Bachelor's Degree from an accredited institution in Health, Human, Social or Behavioral Sciences or closely related field and three (3) years of social services related work experience. *Other combinations of experience and education that meet the minimum requirements may be substituted*
- Skilled in the use and care of standard office machines and equipment
- Knowledge of automated office systems
- Working use/knowledge of the internet
- Possess and maintain a valid Florida Driver's License

### **Knowledge, Skills, Abilities & Other**

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Ability to communicate effectively both orally and in writing; to maintain office records and filing systems.

Capability to assume responsibility and execute Programs Lieutenant's instructions. Review or check the work products of others to ensure conformance to standards. Knowledge to operate a variety of office equipment to include: computers, calculators, facsimile machine, and copiers. Should have working knowledge of Corrections terminology, principles, procedures, functions and interrelationships of the criminal justice system.

### **WORKING CONDITIONS**

The work environment for this position is a general office atmosphere. Most duties are performed while sitting at a desk, table, or workstation. Required use of computers. May involve frequent, moderate lifting of objects up to twenty-five (25) pounds. This assignments may be within the confines of a correctional facility, have direct contact with inmates or prior inmates and may have contact with physically violent and abusive individuals.

### **PHYSICAL ATTRIBUTES REQUIREMENTS**

***Mobility***-Mostly sedentary work but some standing and walking; constant use of a computer

***Visual***-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

***Dexterity***-Frequent repetitive motion and reaching

***Emotional/Psychological***- Frequent public contact; decision-making and concentration

**Special Requirements-** Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime; some assignments may have inmate contact