

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Re-Entry Coalition Coordinator	<u>CLASS NUMBER:</u> 70305	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Office of Homeland Security & Justice Programs	<u>JOB TYPE:</u> Full Time, Permanent, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N16	<u>POSITION CONTROL #:</u> 131100
<u>POSITION LOCATION:</u> 373 S. High St., 25 th Fl, Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Justice Policy Director (132100)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Re-entry Coordinator classification is to coordinate and facilitate programs they provide assistance and referral information to ex-offenders re-entering the community after release from incarceration, including offering technical assistance to public and private social and supportive service organizations, leading and supporting advocacy efforts, and providing grant administration.

JOB DUTIES:

Serve as administrative coordinator of Franklin County’s Re-Entry Initiatives. Direct and oversee the committees under the control of the Coalition. Coordinate programs and initiatives that provide assistance and referral information to justice- involved individuals and their families re-entering the community after release from incarceration, including facilitating collaboration and offering technical assistance to public and private social and supportive service organizations. Serve as subject matter expert in relation to emerging evidence-based trends, conditions, and best practices in re-entry initiatives. Conduct research, collects, and analyzes data. Plan and coordinates programs/symposiums/training events focused on issues related to issues of re-entry. Research, assess, and evaluate re-entry issues initiatives.

Develop and distribute research-oriented materials including fact sheets, new releases and other pertinent information to educate elected officials, coalition members, and general public. Serve as the Franklin County representative on re-entry related public, private re-entry boards, advisory committees and others.

Lead and support advocacy efforts. Implement and sustain the Comprehensive Strategic Plan for Franklin County Re-entry Coalition. Develop and improves plans to provide effective pre and post release services to justice-involved adults and juveniles. Develop and implements marketing and communication strategies to reach employers, real estate/housing providers, systems decision-makers and educators. Participate in community events. Attend workshops, symposiums, and trainings as needed.

Provide grant administration. Research, identify, and secure private and public funding to provide continual support for re-entry initiatives. Serve as the administrator of grants awarded. Ensure compliance with federal and state laws, regulations, policies, and procedures by establishing grant monitoring and evaluation processes. Track and evaluate progress of funded projects and programs to measure impact and evaluate recidivism. Correct deficiencies identified by the monitoring and evaluation processes.

Review, research, and evaluate existing and proposed legislation and policy to determine the potential impact to the Coalition, collaborative agencies, and the justice-involved population. Create and maintain real-time data repository to consolidate all re-entry services in Franklin County. Collect and prepare quarterly data analysis of targeted re-entry efforts. Prepare and submits a variety of related reports. Provide quarterly and annual presentations of re-entry initiatives to Franklin County Criminal Justice Planning Board, County Commissioners and others as requested. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; human relations; government structure and process. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; maintain accurate records; use proper research methods in gathering data; develop complex reports and position papers; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in criminal justice, workforce development, sociology or related field with two (2) years of experience in criminal justice, social service, community based organization, or related field.

Additional Requirements

No special license or certification is required

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date