

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

CLASSIFICATION TITLE: Reentry Services Coordinator	CLASS NUMBER: 70305	FLSA: Exempt
AGENCY/DIVISION: Office of Justice Policy & Programs	JOB TYPE: Full Time, Permanent, Classified	PROBATION PERIOD: 180
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N17	POSITION CONTROL #: 132101
POSITION LOCATION: 373 S. High St., 25 th Fl., Columbus, Ohio 43215	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Director (132000)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED: Reentry Social Service Spec. 132102 Intern 132108 Reentry Grants Coordinator/Specialist (TBD)		

CLASSIFICATION PURPOSE:

The primary purpose of the Reentry Services Coordinator classification is to administratively coordinate and facilitate programs. Supervise assigned staff and provide technical assistance. 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 Reentry Initiatives. Direct and oversee the committees under the control of the Franklin County Criminal Justice Planning Board and the Franklin County Reentry Advisory Board. 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 Reentry initiatives. Conduct research, collect, and analyzes data. Plan and coordinate programs/symposiums/training events focused on issues related to issues of Reentry. Research, assess, and evaluate Reentry 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 Reentry related public, private Reentry boards, advisory committees and others. Oversee outward/public-facing social media for the Office.

Lead and support advocacy efforts. Implement and sustain the Comprehensive Strategic Plan for Franklin County Reentry Advisory Board. 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 and oversight. Research, identify, and secure private and public funding to provide continual support for Reentry 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 Reentry Advisory Board, collaborative agencies, and the justice-involved population. Create and maintain real-time data repository to consolidate all Reentry services in Franklin County. Collect and prepare quarterly data analysis of targeted Reentry efforts. Prepare and submit a variety of related reports. Provide quarterly and annual presentations of Reentry initiatives to Franklin County Criminal Justice Planning Board, County Commissioners and others as requested.

Provides oversight of archival record maintenance. Oversight of the justice aspects of the Franklin County Justice Programs website including: new funding opportunities, updates and public meeting notices. Office management responsibilities include staff coverage and leave request, equipment and supplies, file maintenance and travel preparation. 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 safety practices; public relations; human relations; government structure and process; agency policies and procedure. 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; recognize unusual conditions and take action; carry out detailed or written instructions; prepare and deliver speeches and presentations before large audience; cooperate with coworkers and management; establish friendly, professional atmosphere as supervisor of work unit staff.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in criminal justice, workforce development, sociology, or related field with four (4) years of experience in criminal justice, social service, community-based organization, or related field; or any equivalent combination of training and experience. Must be able to pass background clearance for access to Franklin County Correctional facilities.

Additional Requirements

No special license or certification is required

Supervisory Responsibilities

Ability to assign, review, plan and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to evaluate the performance of employees, to approve leave requests, to participate in meetings in which policy questions are reviewed or discussed, to assist with the development of policy, to recommend policy changes.

UNUSUAL WORKING CONDITIONS:

The employee may be expected to work in or around crowds and may have contact with potentially violent or emotionally distraught persons.

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