

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

<b>CLASSIFICATION TITLE:</b> Re-Entry Social Service Specialist	<b>CLASS NUMBER:</b> 70304.1	<b>FLSA:</b> Exempt
<b>AGENCY/DIVISION:</b> Office of Homeland Security & Justice Programs	<b>JOB TYPE:</b> Full Time, Classified	<b>PROBATION PERIOD:</b> 180
<b>BARGAINING UNIT:</b> Non-Bargaining	<b>PAY GRADE:</b> N15	<b>POSITION CONTROL #:</b> 132103
<b>POSITION LOCATION:</b> 373 S. High St., 25 <sup>th</sup> FL., Columbus, Ohio 43215	<b>TYPICAL WORK SCHEDULE:</b> Monday – Friday 8:00 AM – 5:00 PM	<b>SUPERVISOR (PCN):</b> Deputy Director, Justice Policy & Programs (132100)
<b>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Re-Entry Social Service Specialist classification is to develop, coordinate and implement plans and projects to collaborative re-entry efforts between the agency, community agencies, organizations, businesses, sponsors, contracts, and other stakeholders.

**JOB DUTIES:**

Provide information about community re-entry related activities and focus. Research and evaluation re-entry initiatives, pilots, demonstration programs, and other RFPs to determine return on investment.

Assist in drafting grant applications in response to local, state, and/or federal funding solicitations that improve and enhance community based behavioral health, housing, and re-entry opportunities aimed to reduce recidivism. Assist with project management and grant administration for the Franklin County Re-entry Coalition (FCRC), Stepping Up and other justice and re-entry related programs. Assist in tracking individual grant recipient progress toward maintaining a continuum of care strategy to increase engagement in post release treatment and programming through desktop and field monitoring. Conduct desktop and on-site monitoring visits of grant sub-recipients. Assist in collecting and preparing monthly and quarterly data analysis of targeted re-entry and Stepping Up efforts. Assist by maintaining the FCRC website.

Represent the FCRC at various community and correctional resource fairs and expos throughout Ohio. Attend community events and conducts public speaking outreach to agencies, organizations and the faith based community when deemed appropriate. Assist in planning, marketing, and facilitating official FCRC events as needed. Assist in identifying and building relationships with local re-entry, housing healthcare, behavioral health providers, Ohio Benefits Bank, and Veterans Justice Outreach to foster ongoing collaboration. Provide community outreach and education to include, but not limited to the Department of Correction Unit managers, and Re-entry Coordinators as well as state and local adult probation and parole, juvenile probation and parole. Make appointments to meet the prison staff when deemed appropriate to explain the purpose and function of FCRC. Assist the FCRC in collaboratively advocating for housing, behavioral health treatment, job training, and employment opportunities for the formerly incarcerated. Answer calls courteously and professionally. Respond to written inquiries in a timely manner.

Advocate on the behalf of the FCRC and the formerly incarcerated. Interact with fellow employees, law enforcement, court, safety personnel, and representatives from non-profit, faith based and government agencies, as well as the general public. Attend trainings, webinars, conferences, and educational events to maintain proficiency in the field of re-entry. 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; agency policy and procedures. Skill in equipment operation. Ability to recognize unusual or threatening conditions and take appropriate actions, carry out detailed but basic written or oral instructions; apply principles to solve practical, everyday problems; define problems, collect data, establish facts and draw valid conclusions; complete routine forms; maintain accurate records, prepare meaningful, concise and accurate reports; use proper research methods in gathering data; prepare and deliver speeches before specialized audiences and general public; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; handle sensitive inquiries from and contacts with officials and general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Bachelor's degree in business, criminal justice, social work or human services or related field with three (3) years of social service or related experience; or any equivalent combination of training and experience.

**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