

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

<b><u>CLASSIFICATION TITLE:</u></b> Re-Entry Social Service Specialist	<b><u>CLASS NUMBER:</u></b> 70304.1	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Office of Homeland Security & Justice Programs	<b><u>JOB TYPE:</u></b> Full Time, Permanent, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N15	<b><u>POSITION CONTROL #:</u></b> 132102
<b><u>POSITION LOCATION:</u></b> 373 S. High St., 25 <sup>th</sup> Fl., Columbus, Ohio 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Re-Entry Services Coordinator (132101)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></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 county and institutional re-entry related activities and focus to clients. Perform routine substance abuse and mental health diagnostic risk assessments to determine presence and extent of substance abuse issues, completes progress notes, treatment plans and reports. Facilitate Medicaid enrollment where applicable. Ensure information sharing protocols are established and followed by working with other program partners in treatment planning to further mental stability and sobriety. Develop case plan and share information with case managers and corrections staff to ensure appropriate monitoring and linkage to behavioral health providers. Promote services planned to restore participant to optimum mental health and sobriety. Assist program partners with recruitment, enrollment, orientation, and retention of program participants. Support the principles of specialty courts and utilize risk assessments to inform pretrial release and community supervision decisions. Perform assessments, orientation, treatment planning, counseling, documentation, re-entry planning and referral of participants to ongoing treatment services in the community.

Maintain case records. Provide routine data for matching between corrections, Alcohol Drug and Mental Health (ADAMH) and Community Shelter board. Coordinate collaboration with other internal and external service providers to provide essential services to program participant's pre and post-release. Collect statistics, prepare required reports and paperwork. Facilitate weekly staffing to trouble-shoot and address participant concerns and issues; debrief after crisis intervention calls. Participate in multi-disciplinary treatment team meetings for possible adjustment to individualized treatment and re-entry plans. Participate in weekly and/or monthly program meetings with all program partners. Ensure compliance with legal issues including, but not limited to client confidentiality and risk management. Maintain documentation of participant records to ensure all applicable accreditation and certification standards are met. Gather, and maintain all statistical and evaluative information. Provide monthly reports to the Behavioral Health/Health & Housing Committee of the Franklin County Re-entry Coalition.

Assist in developing curriculum for various jail re-entry programs. Support jail reach-in from community based partners. Assist Re-entry Coalition Coordinator in project management, grant administration, collecting and preparing monthly, quarterly and annual data analysis for targeted re-entry efforts. Assist with planning, marketing and facilitating official events, as needed. Identify and build relationships with local re-entry providers to foster ongoing collaboration. Provide community outreach and education. Create tracking sheet to input accurate and complete data for contacts. Participate in regular staff meetings, staff training programs, and accept responsibility for developing and maintaining positive community relationships. 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; read and record figures accurately; complete routine forms; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; 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