

Re-entry Coordinator
Delaware County Sheriff's Office

Applications are being accepted for the position of Re-entry Coordinator for the Delaware County Sheriff's Office. This position is responsible for coordinating and organizing the Delaware County Jail Transition Program Team within the community, providing need-specific services/linkages to the inmates incarcerated in within the jail. Individual will also initiate programs to reduce incidences of violence between inmate-to-inmate and inmate-to-staff and formulate programs to aid in the reduction of recidivism. The Re-entry Coordinator will be under the supervision of the Jail Director. This is a grant funded position.

Qualifications for this position are as follows:

- Bachelors degree, Masters preferred, in Criminology, Social Services, Sociology or related field, plus a minimum of five (5) years related work experience in the criminal justice or correctional field;
- Ability to work in a correctional job setting;
- Work with area court systems, probation officers and law enforcement professionals;
- Facilitate the work of the Re-entry initiatives as developed by the Sheriff's Office;
- Provide leadership for the development and implementation of the Adult Offenders with Co-Occurring Substance Abuse and Mental Health Disorders grant;
- Serve as liaison with community organizations, county and state agencies and officials;
- Develop and complete all required reporting and data collection;
- Provide support to the Sheriff's Office in conducting meetings and chairing ad hoc meetings;
- Conduct practical studies and needs assessments designed to provide data and information necessary for planning and development of the grant;
- Work with the Re-entry Team members and other community members to develop and implement a sustainability plan for programming;
- Work with fiscal and administrative agent to review monthly fiscal reports and provide budget oversight;
- Develop and implement necessary policies and procedures to ensure smooth function of Re-entry programming and adhere to all Jail SOPJ's;
- Conduct community education and outreach to community agencies, organizations and the faith-based community;
- Responsible for planning and recommending purchases of all needs;
- Oversee and insure the efficient operation of the Re-entry Program;
- Accurately project requirements and control expenditures within budgeting guidelines;
- Demonstrate organizational and leadership skills;
- Ability to work effectively with inmates and clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors;
- Knowledge and ability to resolve complaints from citizens and address public inquiries;
- Thorough knowledge of government structure, operations, functions, practices and procedures;
- Ability to communicate effectively, both orally and in writing;
- Ability to work flexible hours;
- Demonstrate grant writing experience;
- Instruct and counsel staff and inmates to ensure the maintenance of information within the Sheriff's Office, and to effectively plan independently and in collaboration with other staff units and outside agencies; and
- Must possess a valid Ohio Driver's License with an acceptable driving record.

Delaware County offers a competitive compensation package and an opportunity for both professional and personal growth. Pay range for this position is \$23.00 hourly. Qualified candidates must submit an employment application which can be obtained from our website at www.delawarecountysheriff.com, at the Delaware County Sheriff's Office, 149 N. Sandusky St., Delaware, Ohio, 43015, by calling 740/833-2810. Deadline for submitting an application is Monday, November 14, 2011.

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