

RE-ENTRY SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves providing direct and indirect services to clients of incarceration facilities, those leaving incarceration facilities, or those at risk of additional incarceration with a goal of reducing recidivism. Incumbents are members of a team involved in work with individuals who have been imprisoned for violent and non-violent offenses and are making the transition from life in prison to responsible citizenship. Duties are performed under general supervision with wide leeway allowed for the use of independent judgement in carrying out the details of the work. Employees in this class are expected to meet and consult with professionals or agencies in or outside the facility to obtain assistance and guidance for clients. Direct supervision may be exercised over employees and/or volunteers involved in the conduct of activities. A Re-Entry Specialist does related work as required.

TYPICAL WORK ACTIVITIES:

- Acts as a member of an integrated team providing direct and indirect services in the assessment and treatment of social, emotional and related difficulties associated with release from prison or in an effort to avoid incarceration;
- Develops, designs and implements individual counseling treatment and re-entry plans;
- Functions as a group leader for specific program activities providing for educational, vocational, interpersonal and rehabilitative counseling;
- Develops and maintains a variety of client records including: intake and admissions, assessment, treatment plans, reviews, and timely follow-up, etc.;
- Collects and maintains appropriate data from various sources such as professional staff and clients families to establish an overall approach to solution of any re-entry problems;
- Participates in the process of transfer of clients to other levels of care and intervention as appropriate;
- Monitors clients progress and makes recommendations on alterations of treatment and or service plans;
- Assists clients to identify and address the barriers to community reintegration;
- Works with private, volunteer and other public agencies to identify the availability of community services which may be utilized during the period within the Re-Entry Program or in the future;
- May provide crisis intervention as needed;
- May schedule appointments for clients with other community agencies, support groups and/or community mentors;
- Participates in the creation of progress reports and grant proposals as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of basic interviewing techniques; working knowledge of the practices and procedures of social casework and of the social factors affecting disease and disability; working knowledge of the techniques of report writing; ability to readily acquire an understanding of policies, laws and regulations relating to the Probation Program; ability to follow complex oral and written directions; ability to work effectively with public and private agencies and with the general public; ability to relate in positive but firm manner with all offenders; ability to present oral and written comments and opinions clearly and concisely; initiative and resourcefulness; tact and courtesy; integrity; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree including or supplemented by 24 credit hours in any of the social or behavioral sciences;

OR

- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree and one year of full-time paid experience in counseling, social casework or probation with a recognized agency adhering to acceptable standards in social services, psychiatric, corrections or medical social work or related work.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 6/20/2013