



Brazos County Job Description

Last Updated: October 2022

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Class Number:	B1563	Title:	Program Re-Entry Coordinator
Pay Group:	24	Department:	Sheriff Office - Jail Administration
FLSA Status:	Exempt	Reports To:	Lieutenant, Program Division
Approved Date:		EEOC Category:	Professional

General Summary:

This position is responsible for coordinating the offender Reentry Program, and serves as the central point of referral contact between the Brazos County Sheriff's Office, the Courts and the Community of Brazos County. The incumbent duties require close coordination, collaboration, tracking and monitoring of participants to ensure compliance with their service plan and terms of release. Responsibilities also include working closely with partner agencies to ensure program participants are engaged and supported in services that includes employment/training, housing, mentoring, and other comprehensive services

Essential Duties:

Plan and coordinate the components and services of an assigned county program, including daily oversight, scheduling, program development and promotion: identify, develop, implement and evaluate operational objectives to meet program goals and objectives. Establish a network of community support and cooperation by meeting with representatives of government bodies, local businesses, other groups or organizations to promote program objectives, develop new programs and solicit participation, efficiently utilizing available expertise. Draft cooperative agreements, promotional/educational and other materials to be used to forward the goals and objectives of the program. Identify, develop and implement program components and services based on needs assessment and ongoing program evaluations; conduct research to prepare programs component outlines and methods for evaluation. Identify, develop and present education programs and seminars; develop objectives and curriculum. Supervise program staff selection, training in proper work methods and techniques, assign and review work and conflict resolution procedures when necessary; provide training and work direction to volunteers. Conduct ongoing program participant needs assessment and program evaluation by collecting data through various means to determine the success and effectiveness of current program components. Research and develop recommendations for program expansion capabilities, in conjunction with needs assessments and program evaluations, to better achieve goals and objectives. Maintain a variety of files and records related to program activities; prepare financial, statistical and operational reports, which reflect program accomplishments. Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on the job injury. May prepare and recommend the programs budget, negotiate prices for goods/services, develop recommendations for space utilization and purchase of equipment and supplies; approve expenditures and monitor budget accounts. May develop and direct fund efforts, including the preparation of grant proposals, so that the program may continue or expand its level of service.

Other Duties as assigned.

Supervision

Received:	Exercise direct supervision over program staff; directs the work of volunteers and coordinates the use of independent contractors
Given:	Supervises all program staff and volunteers, including assigning and reviewing work, conducting performance reviews, recommending personnel actions, and training new staff.

Education

Required:	Bachelor's Degree and two years of experience, or 5 years of experience in restorative justice, victim advocacy, offender services, or related field. Experience with civic affairs, community groups, governmental (City, State and Federal) and community agencies. Experience supporting, empowering and managing individuals. Must be willing to work with jail population and must have reliable transportation.
Preferred:	

Experience

Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Preferred:	Five Years Re-entry experience

<i>Certificates, Licenses, Registrations</i>	
Required:	Possession of a valid driver's license required at time of appointment. Some positions may require submission of a set of fingerprints for background purposes.
Preferred:	
<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Texas Code of Criminal Procedure; Texas Penal Code; U.S. Constitution (Bill of Rights); requirements of Texas Commission on Jail Standards; supervisory management and Sheriff's Office policies and procedures. Knowledge of how to read and interpret criminal history reports. Knowledge of gang affiliations. Should also understand budget management; standard office practices and procedures; first aid and medical procedures; and computers. Operate computers; read and write reports, letters, and memos; reason, and interpret documents, policies, and procedures; analyze data; safely operate firearms; perform basic mathematical calculations; supervise work of others, recognize problems and recommend solutions; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and inmates. Must also be able to operate machinery, maintain equipment and operate a van pulling a trailer.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually high. While performing the essential duties of this job the employee is constantly required to work closely with others as part of a team. The employee is frequently required to respond to emergency situations and to perform multiple tasks simultaneously.