

## SACRAMENTO COUNTY OFFICE OF EDUCATION

### **CLASSIFICATION TITLE: Sacramento Community Based Coalition (SCBC) Transition Specialist**

#### **DEFINITION**

Under the supervision of an administrator and as part of a case management team, assists in providing transition services for adult paroled offenders; assists staff with recordkeeping, instructional assistance, and interaction and communication with clients, staff, parole agents, and other agencies.

#### **DISTINGUISHING CHARACTERISTICS**

SCBC Transition Specialists are distinguished from the SCBC Assistant by the increased responsibility and decision-making at a higher level; SCBC Transition Specialists work with a variety of at-risk and high-risk adults. Clients are in need of the services necessary to successfully transition back into the community from state prison. These services include education, job readiness, job placement, substance abuse education, and life skills.

#### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

#### **SUPERVISION OVER**

None

**DUTIES AND RESPONSIBILITIES** (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

#### **Program Support**

Provides one-on-one and group instruction in SCBC program areas; assists clients with self-help, job readiness and social skills; assists clients in extra-curricular activities; supervises clients in class setting as directed by staff; assists clients in using computers; models appropriate behavior for clients; maintains site morale to motivate clients; reinforces appropriate behavior modifications for clients; adapts materials and equipment to meet specific needs and learning styles of the client; evaluates client progress on work assignments and shares with staff; develops and uses predetermined daily and weekly lesson/work plans and follow-through; operates standard office and classroom equipment; maintains awareness of physical and emotional changes in clients and reports concerns to staff; attends in-services and staff meetings as required.

#### **Service Coordination**

Maintains a caseload of program clients; acts as liaison for clients, families and other related agencies involved in the transition process; provides information and support; assists clients in completing various forms and obtaining documents for transition, training, education and employment; provides interventions when necessary; conducts a variety of risk/needs assessments with client; assists in developing client's Individual Service Plan (ISP); identifies clients appropriate for phase transition or program completion; may accompany clients to appointments, interviews, and other program-related activities; as part of a team, participates in collaborative meetings with staff and agencies to provide information and recommendations.

#### **Recordkeeping**

Maintains accurate records and reports including attendance records, case notes and daily charts of client progress, pertinent client information, transcripts, client intake files/records, client accident and incident reports, and various related forms; completes incident reports for both positive and negative circumstances; corrects completed work assignments and records grades; assists in ordering and maintaining classroom supplies, equipment, and materials; prepares class lists, schedules, and other documents.

#### **Communications**

Communicates with clients, parole agents, California Department of Corrections and Rehabilitation (CDCR), SCOE staff, and other agencies as directed by the administrator or other staff; develops and maintains a professional rapport with program staff; demonstrates sensitivity to needs of clients, staff, and parole agents; maintains confidentiality of information regarding clients.

#### **MINIMUM QUALIFICATIONS**

### Education, Training, and Experience

Any combination of training and experience which demonstrates ability to perform the duties and responsibilities as described; a typical qualifying background would include coursework in Social Sciences, Psychology, Criminal Justice or related field; previous experience instructing/facilitating groups of children or adults; experience working with at-risk/high-risk students and/or adults.

### Knowledge of:

Available community resources and services; general information regarding career opportunities and related necessary skills; challenges, behaviors and needs of at-risk populations; basic research techniques; and standard software applications.

### Skill and Ability to:

Read and understand instructions, manuals, and guides; communicate effectively in both oral and written forms with diverse populations; successfully supervise and motivate clients; follow instructions with a minimum of direction; follow and give clear directions; work independently and make decisions within the framework of established guidelines; work without immediate supervision in direct one-on-one and small group instruction; work in a team environment; utilize behavior management; conduct academic testing; travel to different sites with clients as needed; adapt to individual needs of staff and clients and work with interruptions; respond quickly in emergency situations; understand and maintain confidentiality of client information; perform general clerical duties including recordkeeping and filing; accept, understand, and relate to clients who have behavioral, emotional, learning, or physical disabilities; be trained in safety/security and behavior management procedures; use a computer to maintain various databases, create certificates and flyers, and conduct online research; assist clients in use of computers in classroom; use standard office and classroom equipment.

Approved by Personnel Commission 12/14/2010