

Sacramento County Office of Education Job Description
Classification Title:
Project Specialist I, Re-entry Program

DEFINITION

Under direction, provides support to re-entry program within the Sacramento County Office of Education (SCOE) and partnering agencies serving justice-involved adult and juvenile populations; identifies regional industry partners for employment and education of clients; coordinates regional transitional housing placements and other support services and partnering agencies serving justice-involved populations; supports department contract development and implementation; performs other duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, technical, and clerical staff as assigned

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.)

Site Support

Acts as a liaison between SCOE and organizations and individuals to support SCOE reentry programs; plans, organizes, and assists in the supervision of reentry program staff caseload and course facilitation requirements; reviews case plan details, assessments, and data entry to ensure compliance within program guidelines; ensures case plans meet initial client risk/needs assessments; assists in researching and developing casework, course facilitation techniques and principles, and reentry programming; facilitates referral process to service providers including but not limited to housing, employment, substance use, mental health, post-secondary education, and vocational programs; upholds existing safety, security, and emergency procedures; may temporarily serve as supervisor of a site as needed.

Program Support

Assists with the development, operations, and monitoring of reentry department special programs and projects; assesses and maintains client data to determine various client reentry needs; assists in coordinating regional transitional housing placements for clients; identifies, organizes, maintains, and disseminates regional housing information conducive to long term recovery and stable housing; locates market-rate housing opportunities from various sources; provides referrals to community housing and related resources; ensures transitional housing facilities are in compliance within contract requirements; collects and aggregates data from various project partners and staff; prepares various reports; supports preparation and implementation of various subcontracts; maintains regional database of partner agencies and employers; assists in gathering data and information to develop grant proposals and grant reporting; communicates with regional or county employment and training agencies and other outside agencies as directed by supervisor; assists with creation of memorandums of understanding (MOUs) and data collection related to contract deliverables; arranges training for staff on information to relay to clients; manages and monitors project tasks and respective timelines; attends and participates in meetings, trainings, and conferences as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Any combination of education, training and experience equivalent to possession of a bachelor's degree from an accredited institution; progressive experience in planning, implementing, and monitoring projects; experience working in educational, support, or social services programs sponsored by education, government agencies, or community-based organizations; experience working with justice-involved

juveniles and/or adults.

Knowledge of

Public education systems related to juvenile and adult evidence-based programs and reentry support services; principles of data collection, analysis, and reporting; principles of budget management and monitoring; principles of project management; research methodology; culturally-sensitive practices; principles of trauma-informed case management; effective presentation methods; programs and services relevant to reentry needs; current practices and issues related to justice-involved individuals; safety, security, and emergency procedures; database systems and standard software applications including videoconferencing platforms.

Skill and Ability to

Communicate effectively in both oral and written form with individuals from various cultural and socioeconomic backgrounds; coordinate staff workflow and assist in setting priorities; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; prioritize requests; plan, organize, schedule and coordinate a variety of activities and projects; maintain accurate and up-to-date records; work independently, as well as in a team environment; exercise a high degree of judgment and utilize various strategies in working with a variety of individuals from different cultural and socioeconomic backgrounds; maintain confidentiality of client information; utilize interactive databases, including entering and retrieving data; research and evaluate data to problem solve and make recommendations; establish and maintain cooperative working relationships with program staff, outside agencies, and educational partners.

Revision approved by Personnel Commission on 12/13/22
Previous job title: Project Specialist I, Adult Re-Entry Program, Regional Services
Approved by Personnel Commission 6/13/17