

Sacramento County Office of Education Job Description

Classification Title: Re-entry Assistant

DEFINITION

Under the supervision of an administrator, assists staff with recordkeeping, instructional assistance, and interaction and communication with clients, staff, parole agents, probation officers, and other agencies.

DISTINGUISHING CHARACTERISTICS

Re-entry Assistants work with a variety of paroled, probation, or incarcerated individuals. Clients are in need of the services necessary to successfully transition back into the community from incarceration. These services include, but are not limited to, 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.)

Classroom/Academic Support

Provides support in assigned subject matter; assists clients with self-help, job readiness, and social skills; assists clients in extra-curricular activities; supervises clients in class setting as directed by manager; may administer and correct client assessments; assists clients in using computers; models appropriate behavior for clients; ensures a positive and safe environment for clients attending the program and maintains site morale; adapts materials and equipment to meet specific needs and learning styles of the client; evaluates client progress on work assignments and shares with manager; assists in the physical setup and cleanup of the classroom for group instruction, projects, and activities; provides management and staff with input for client Individual Service Plan (ISP); assists management and staff with daily and weekly lesson/work plans and follow-through; operates standard office and classroom equipment; provides first aid/cardiopulmonary resuscitation (CPR) as needed when properly certified; may transport and accompany clients to appointments, interviews, and other program-related activities; maintains awareness of physical and emotional changes in clients and reports concerns to staff and manager; attends in-services and staff meetings as required.

Recordkeeping

Assists staff in maintaining accurate records and reports including attendance records, basic client notes, and daily charts of client progress, lunch count, emergency information, transcripts, client intake files/records, client accident and incident reports, and various related forms; completes status reports for both positive or negative circumstances; corrects completed work assignments and records grades; assists office staff in ordering and maintaining classroom supplies, equipment, and materials; operates computer for preparation of class lists, schedules, documents, and recordkeeping.

Communications

Communicates with clients, parole agents, probation officers, instructional and support staff, and other agencies by letter, phone, e-mail, fax or personal contact as directed by the administrator or other staff; develops and maintains a professional rapport with program staff; demonstrates sensitivity to needs of clients, families, staff, parole agents, and probation officers; assists with outreach and special events;

maintains confidentiality of information regarding clients.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a high school diploma or equivalent; any combination of training and experience which demonstrates ability to perform the duties and responsibilities as described, including previous experience working with groups of youth and/or adults; experience working with persons in re-entry programs and/or the criminal justice system highly desirable.

Knowledge of

Basic reading, writing, and math, as identified by passing a proficiency test in those three areas; basic clerical and recordkeeping procedures; confidentiality guidelines; standard software applications and video conferencing platforms.

Skill and Ability to

Interact and communicate effectively with individuals from different cultural and socioeconomic backgrounds; read and understand instructions, manuals, and/or guides; communicate effectively in both oral and written forms; 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 cooperatively and effectively in a team environment; utilize behavior management strategies; conduct assessments; travel to different sites as needed; adapt to individual needs of clients; manage multiple tasks simultaneously; respond quickly in emergency situations; understand and maintain confidentiality of client information; perform general clerical duties including record keeping and filing; accept, understand, and relate to clients who have behavioral, emotional, learning, or physical disabilities; be trained and updated in safety/security and behavior management procedures; use a computer to maintain various databases; assist clients in use of computers in classroom; use standard office and classroom equipment.

Other Characteristics

Possess a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments.

Revisions approved by Personnel Commission 1/12/21

Previous title: Adult Re-entry Assistant

Revisions approved by Personnel Commission 2/9/16

Previous title: Sacramento Community Based Coalition (SCBC) Assistant

Revisions approved by Personnel Commission 11/12/13

Revisions approved by Personnel Commission 6/8/10

Approved by Personnel Commission 1/6/09