

Sacramento County Office of Education Job Description

Classification Title: Re-entry Transition Specialist

DEFINITION

Under the supervision of an administrator and as part of a case management team, provides transition services for paroled, probation, or incarcerated individuals; provides recordkeeping, instructional assistance, and interaction and communication with clients, staff, parole agents, probation officers, and other agencies.

DISTINGUISHING CHARACTERISTICS

Re-entry Transition Specialists are distinguished from the Re-entry Assistant by the increased responsibility and decision-making at a higher level; Re-entry Transition Specialists 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.)

Program Support

Provides one-on-one and group instruction in re-entry program areas; assists clients with self-help, job readiness, accessing community resources and services and social and coping skills; assists clients in extra-curricular activities; supervises clients in class setting as directed by manager; assists clients in using computers; models appropriate behavior for clients; motivates clients by ensuring a positive and safe environment and maintaining site morale; 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 manager; develops and uses predetermined daily and weekly workshops/work plans and follow-through; operates standard office and classroom equipment; provides first aid/cardiopulmonary resuscitation (CPR) as needed when properly certified; maintains awareness of physical and emotional changes in clients and reports concerns to staff and manager; plans and implements special events; 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 clients; 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 status reports for both positive and negative circumstances; corrects completed work assignments and records grades; assists office staff in ordering and maintaining classroom supplies, equipment, and materials; prepares class lists, schedules, and other documents.

Communications

Communicates with clients, parole agents, probation officers, 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, families, staff, parole agents, and probation officers; 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 and/or facilitating groups of youth and/or adults; experience working with persons in re-entry programs and/or the criminal justice system.

Knowledge of

Available community resources and services; general information regarding career opportunities and related necessary skills; challenges, behaviors, and needs of paroled, probation, or incarcerated individuals; basic research techniques; 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 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 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.

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 Transition Specialist

Revisions approved by Personnel Commission 2/9/16

Previous title: Sacramento Community Based Coalition (SCBC) Transition Specialist

Revisions approved by Personnel Commission 11/12/13

Approved by Personnel Commission 12/14/2010