

# **Sacramento County Office of Education Job Description**

## **Classification Title: Reentry Transition Specialist**

### **DEFINITION**

Under the supervision of an administrator and as part of a case management team, provides transition services for justice-involved individuals on parole, probation, or who are incarcerated or formerly-incarcerated; provides case management and recordkeeping, class facilitation, risk/needs assessments, and interaction and communication with clients, staff, families, parole agents, probation officers, program staff, and community agencies; performs other related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Reentry Transition Specialist classification is distinguished from the Reentry Assistant classification by the increased responsibility and higher level decision-making; the Reentry Transition Specialist classification works with a variety of justice-involved individuals on parole, probation, or who are incarcerated or formerly-incarcerated and are in need of accessing services necessary to successfully transition back into the community from incarceration, including, but not limited to, accessing 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 reentry program areas including, but not limited to, accessing education, job readiness, job placement, and life skills in-person and remotely; assists clients with building skills in self-help, job readiness, social and coping skills, and accessing post-secondary opportunities, community resources, and related services; assists clients in accessing resources related to personal growth activities; assists clients in using electronic devices and with basic technical issues; models appropriate behavior for clients; motivates clients by ensuring a positive and safe environment and maintains 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; distributes programming information to clients in-person and remotely; maintains awareness of physical and emotional changes in clients and reports concerns to staff and manager; assists in the planning and implementation special events; attends in-services, staff meetings, and trainings as required.

#### **Service Coordination**

Maintains a caseload of program clients; provides information and support for and acts as liaison with clients, families, and other related agencies involved in the transition process; assists clients in completing various forms and obtaining documents for transition, training, education, and employment; conducts a variety of risk/needs assessments with clients and provides interventions when necessary; develops client case plan; 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**

Inputs, maintains, and reviews data to ensure accuracy of 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 regarding changes in client life circumstances; assists office staff in ordering and maintaining classroom supplies, equipment, and materials; prepares class lists, schedules, and other documents.

### **Communications**

Communicates and collaborates 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 and probation staff; demonstrates sensitivity to needs of clients, families, staff, parole agents, probation officers, program staff, and community partners; 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 reentry 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 justice-involved individuals; basic research techniques; confidentiality guidelines; principles of presenting to groups; standard software applications and video conferencing platforms.

### **Skill and Ability to**

Interact and communicate effectively with individuals from diverse backgrounds; read and understand instructions, manuals, and guides; communicate effectively in both oral and written forms; successfully 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; support and encourage clients with a wide range of support needs; 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; willingness to be trained in cardiopulmonary resuscitation (CPR).

Revisions approved by Personnel Commission 6/11/24

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