

Entry Level Re-Entry Program Coordinator

Job Description the Orange Police Department has a unique opportunity for an Entry Level Reentry Coordinator in the Reentry Services Department. The successful candidate will be responsible for ensuring the effective delivery of the re-entry program.

This innovative, reentry initiative is designed to reduce recidivism among inmates who are at moderate to high risk of re-offending. Inmates who participate in the program receive a broad range of jail-and community-based services, including employment assistance, housing, family support, and substance use treatment.

Responsibilities include, but are not limited to:

- Collaborating with contracted providers and serving as a liaison between providers and DOC staff.
- Escalate any provider and/or DOC operation/issues as they arise.
- Contribute to the development of innovative strategies to maximize program participation and performance.
- Evaluating program performance against targets.
- Tracking program participation and preparing reports to document activities.
- Coordinating program activities, including scheduling of on-going activities, planning special events, and assembling workshops.
- Carrying out special projects to advance the goals of the Reentry Services unit.
- Using motivational interviewing and other techniques to engage inmates in reentry services and assess their needs, including employment, housing, and substance use.
- Refer inmates to partner organizations for services.
- Documenting inmate assessments utilizing appropriate reporting mechanisms, including web-based data collection systems.
- Monitoring program participation and retention.
- Following up with program participants to obtain feedback on services and to ensure that their program-related needs are being met.
- Developing partnerships and collaborative relationships with service providers to ensure smooth service delivery.
- Assisting in the development of short and long term plans for reentry programming.
- Researching best practices to inform program improvement.
- Carrying out special projects to support reentry services.
- Preparing presentation materials, reviewing reports and documents, prioritizing, and managing multiple projects simultaneously, and performing other duties as assigned.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and two years of satisfactory full-time experience providing direct counseling, guidance, crisis-intervention or informational and referral services, to inmates of a correctional facility, substance abusers or a similar client population; or
2. Education and experience equivalent to "1" above. Thirty (30) semester credits from an accredited college will be considered equivalent to one year of the required experience.

However, all candidates must have a four-year high school diploma or its educational equivalent and at least two years of experience as described in "1" above.

Preferred Skills Microsoft Office Suite (PowerPoint, Word, Excel, Outlook etc.) proficiency; Experience in a high-paced environment, with the ability to manage information and distribute appropriately; Ability to establish positive working relationships with multiple units and different levels of staff; Excellent writing, communication, inter-personal, analytical, research, problem-solving, and organizational skills;

The candidate must be well-organized, proactive, resourceful, flexible, able to communicate with staff (at all levels) in a fast paced environment, meet deadlines, and perform with a high level of professionalism.

To Apply: Applicants: Send resumes to ltaylor@ciorange.nj.us

Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.