



JOB POSTING

**POSITION: Program Coordinator –Re-entry Case Management
Coordinator**

HOURS: Full Time, 40 hours per week

SALARY: \$34,031.00

JOB DESCRIPTION:

The core responsibility is to the Corrections Bureau; however, duties will require partnership within all divisions of the Lee County Sheriff's Office, Lee County school officials, judges, courts and other legal agencies, mental health & social service agencies, contracted services, addiction services, human services and local colleges & universities. The re-entry case coordinator will identify the needs of those inmates nearing the end of their sentence for successful transition returning to the community. Duties are as follows:

- Identify and provide needs assessments and exit strategies to inmates at greatest risk to re-offend.
- Answer kiosk requests for general population inmates in need of community resources.
- Conduct discharge planning for inmates involved with the Veterans Administration, Mental Health and Drug Courts.
- Collaborate with Classifications to provide assistance for inmates with a transient history.
- Maintain self-initiated study and updates on evidence based practices concerning re-entry.
- Partner with community resources and contracted programs providers.

SPECIAL REQUIREMENTS:

Internal applicant must be free of any probationary status. At the minimum, the applicant must possess a **Bachelor of Science in Human Services (BHS)** or **Bachelor of Science in Social Work (BSSW)** degree. Other related degrees may be



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considered. Must be self-motivated, be able to multi task and possess excellent interpersonal (oral and written) communication skills, must be skilled in the screening process and choosing clients, assessing client needs and identifying a plan of action. They will know the value of teamwork and have basic computer skills. Must have a desire to help others, and prior counseling experience would be helpful, but not mandatory.

REQUIREMENTS:

- ★ Must be a legal citizen/alien resident of the United States.
- ★ Must be 18 years or older.
- ★ Must have a High School Diploma or equivalent.
- ★ Possess a valid Florida Driver's License or state issued ID Card.
- ★ Possess a Social Security Card.
- ★ If previously a member of the Armed Forces of the United States, service and discharge must be honorable or under honorable conditions.
- ★ Be of good moral character, having no felony convictions; no misdemeanor convictions involving moral character, perjury, or false statement, as outlined in the Florida State Statute.
- ★ Be able to meet our strict drug standard.
- ★ Must be able to bend, lift (up to 15 lbs.), reach, sit and stand for long periods of time.

All conditions of this job posting are subject to the Sheriff's Discretion.

The Sheriff's Office is an equal opportunity employer with Veterans Preference.