



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: TRANSITION COORDINATOR (JAIL)
Jurisdictional Class: COMPETITIVE
Civil Division: COUNTY
Adoption: CSM 6/21/2018
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

The Transition Coordinator is a para-professional position that works with agencies, counselors, and other supportive groups to facilitate an inmate's successful re-integration into the community. The Transition Coordinator requires the skills and knowledge to work on functional areas of housing, employment, treatment, medication management, social supports expectations, entitlements and benefits and other special needs of the individual or develop relationships to facilitate such. The Transitional Coordinator utilizes a pro-active approach to address the many needs of incarcerated individuals transitioning into the community. The Transition Coordinator creates a transition plan and assists offenders with immediate and long range goal development in order to provide opportunities for successful re-entry and long term community integration.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Works with incarcerated individuals to aide in finding housing, access to food, seasonal clothing, transportation and a safe handoff upon release from the facility;
Facilitates access to community based services including substance use disorder treatment, mental health treatment;
Assists with referrals for eligible inmates to care management services when available;
Facilitates application or re-certification process with DSS and Health Insurance if appropriate;
Improves housing status of individuals by referring to existing housing services within the community;
Works with individuals to identify education/vocation goals and resources;
Includes families in the re-entry process when safe and appropriate;
Provides inmates with a written documentation of goals and instruction to meet those goals when appropriate and desired by the inmate;
Takes responsibility for oversight of the re-entry projects by seeking new and innovating action plans;
Provides information as necessary to other law enforcement and social service agencies;
Compiles data and prepares reports;
Maintains files and records;
Attends professional meeting and training sessions on behalf of the department;
Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the techniques involved in counseling and case management activities to assist inmates in readjustment problems, good knowledge of community agencies and resources in disciplines including but not limited to mental health, education, family services, developmental disability, child abuse and neglect, substance abuse, legal services and criminal justice; good knowledge of the operation of a correctional institution and procedures relative to safety and security of institution, staff and inmates; good organizational skills including prioritizing responsibilities and managing a large caseload; ability to express oneself clearly, both verbally and in writing; ability to work in a highly structured environment, ability to read and understand written established rules, regulations, and procedures; ability to understand the personality and behavior problems of inmates and to assist in their solution; ability to deal effectively with people, working knowledge of laws and procedures relating to incarcerated individuals; basic computer skills.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in social work, social science, human services or related field; AND three (3) years of experience in counseling, casework, or community action program in a recognized agency adhering to acceptable standards showing demonstrated skills and commitment to the field.

SPECIAL REQUIREMENT(S):

Must maintain CPR Certification and any other certifications required by contract; Subject to background checks, including criminal history