



## **JOB DESCRIPTION**

### **JOB TITLE:**

Re-entry Specialist: Appalachian Re-entry Assistance Program (ARA)

### **JOB LOCATION:**

Kanawha County, Cabell County and Mercer County

### **JOB SUMMARY:**

Re-entry Specialists will be responsible for the provision of re-entry services and case management for individuals participating in the Appalachian Re-entry Assistance Program. Re-entry Specialists will initiate contact with potential participants during the period of incarceration to engage participants in the project. The Reentry Specialist will explain the project and its processes to potential participants and enroll participants in the project. The Reentry Specialist shall serve as the case manager and maintain regular contact with the participant post-release throughout the length of time in the project and for follow-up contacts when needed.

### **ESSENTIAL FUNCTIONS (DUTIES AND TASKS) AND RESPONSIBILITIES:**

- Complete LS/CMI and RNR assessments to determine level of risk with incarcerated individuals identified as eligible for ARA services by the Division of Corrections case manager.
- Enrolls participants in the ARA initiative
- Participate on project transition team to assess, plan, identify and coordinate treatment/recovery and reentry services.
- Ensure availability of KISRA services and supports to participants who meet eligibility criteria.
- Participate on Project Steering/Core Team and other implementation teams.
- Participate in required training.
- Complete all required assessments, plans, and activities within established time frames.
- Manage and maintain program data securely, maintain client confidentiality, and only access data for which permission has been obtained.
- Meet, via telephone or in person, as required, with ARA staff on a regular basis.
- Meet with incarcerated individuals who have been enrolled to collaborate on their release plan.
- Participates in the development of release plan with DOC case manager.
- Upon release, works with parole officer in coordination of services.
- Connects participants to community-based behavioral health services as well as other wraparound services which may include employment, education, finances, healthcare, mentoring, family, and housing as needed.

- Assist program participants in setting goals and monitors progress towards those goals.
- Assures program participants are connected with appropriate HEP testing if warranted.
- Works with Recovery Coach to assure client's needs are being met.
- Records and maintains all files and documentation on program participants
- Prepare and submit accurate and concise reports as required.

**CONFIDENTIALITY:**

Participants' personal information is not shared with anyone outside of KISRA or the ARA Project without their signed consent. Violation of this confidentiality can result in corrective action, up to and including dismissal according to KISRA policy and procedures.

**RESOURCES AND METHODS:**

Employee must know how to use a Microsoft Windows-based computer and software applications needed to perform duties (Microsoft Word, Excel, PowerPoint, Outlook and the Internet). The individual must be familiar with the following office equipment: copier, fax machine, shredder, and scanner.

**PHYSICAL DEMANDS:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORKING CONDITIONS AND ENVIRONMENTAL ISSUES:**

Employee must be an excellent face to face and telephone communicator. Employee must have reliable transportation and be able to travel throughout WV.

**KNOWLEDGE, ABILITIES, AND SKILLS:**

Ability to learn and perform multiple tasks. Demonstrate the ability to coach and mentor participants in a positive manner. Must be trained in or willing to be trained in the use of Motivation Interviewing techniques and use those in the delivery of services to ARA clients serve. Trained on the knowledge of prisoner reentry issues. Computer skills including email, word processing, and the ability to track and create data reports using Microsoft Excel and Word programs. Must have planning and organizational skills, strong interpersonal skills, ability to communicate well and have a strong commitment to help the population served through the program.

**REPORTING RELATIONSHIPS:**

Reports to the CEO or designee. This position has no supervisory responsibilities.

