



# DamascusWay

The Road To Freedom

## Reentry Coordinator

**Reports to:** Site Director

### **Core Responsibilities:**


The Reentry Coordinator is primarily responsible for providing reintegration case management services and supervision to individuals being housed at a Damascus Way facility.

### **Detailed Responsibilities:**

- Provide coaching, mentoring and spiritual support to Damascus Way residents
- Conduct initial interview, intake assessment and orientation with potential residents
- Complete intake process and supervise residents programming for the first 72 hours
- Be familiar with court orders condition of release, probation, etc.
- Conduct case plans, case notes, and other individualized plans and update plans monthly
- Complete health (physical/mental), finance/restitution, child support, education, employment, housing and criminal history assessments
- Conduct weekly one-on-one Reentry Coordinator/Resident meetings
- Complete monthly progress reports
- Create daily/weekly schedules with residents
- Facilitate Team Decision making as relating to resident violation, termination, and/or troubleshooting in best interest of the resident
- Create and maintain a strong relationship with Department of Correction and County agents and staff
- Attend community meetings that are in best interest of the Damascus Way, resident, and community partnerships
- Transport or facilitate transportation options
- Complete ongoing trainings, certifications, and site expectation courses
- Maintain work flexibility to accommodate residents living in a 24 hour care facility including; evenings, holidays, weekends, and overnights as needed to meet the residents and organizations needs
- Must agree with and adhere to Transform Minnesota's Statement of Faith, Core Values and Code of Conduct.

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[www.damascusway.com](http://www.damascusway.com) 