

**Reentry Coordinator**

**Reports to:** Director of Reentry Services

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

**Detailed Responsibilities:**

* Provide coaching, mentoring and spiritual support to Damascus Way residents.
* Coordinate activities and group events with residents and other staff (i.e. baseball games, fishing, hiking, picnics, etc.).
* Build and maintain relationships with residents on a regular basis.
* Complete program intake process and supervise residents programming.
* Be familiar with court orders, conditions of release, probation, etc.
* Conduct case plans, case notes, and other individualized plans and update plans at a minimum of twice monthly.
* Complete health (physical/mental), finance/restitution, child support, education, employment, housing, spiritual and criminal history assessments.
* Conduct bi-weekly one-on-one Reentry Coordinator/Resident meetings.
* Complete monthly progress reports.
* Create daily/weekly schedules with residents.
* Provide CPRS services for qualifying residents 20 hours/week.
* 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, County agents and staff.
* Attend community meetings that are in the best interest of Damascus Way, residents, and community partnerships as directed.
* Transport or facilitate transportation options for residents as needed.
* Manage/Coordinate Rochester fatherhood programming.
* Conduct group meetings in-house, in the ADC and in the community.
* Complete certifications, and continuing education courses as required.
* 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 organizational needs.

*The Reentry Coordinator must agree with and adhere to Transform Minnesota’s Statement of Faith, Core Values and Code of Conduct.*