

Position: Reentry Program Assistant
Department: Juvenile Detention Center
Supervisor: Reentry Program Specialist
Supervises: None
FLSA Status: Non-Exempt

Position Summary : Assists the Reentry Program Specialist to implement the Sac and Fox Reentry Demonstration Program in order to enable secondary students to earn high school diplomas / GED while pursuing vocational technical training programs, within the context of their individual reentry plan. Incumbent works within a juvenile correction facility. Program promotes pro-social values, personal accountability and goal setting by utilizing peer group behavior management techniques.

Duties and Responsibilities :

- Testing and developing case plans for clients upon admittance to the Sac and Fox Detention Facility.
- Assists in providing supervision for youth assigned to the Four Directions Program and transition back into the community.
- Assists in preparing reports, and maintaining secure files and program documents.
- Report residents for violation of community supervision per policy
- Transports students to services and other activities.
- Assists in compiling bi-annual recidivism reports from participants
- Assists in operations of the Reentry Program including participant recruitment/referral, intake, assessment, case management, tutoring, support services, direct assistance, career exploration/counseling, training related job shadowing/work experience, placement services, job and life skills training, computer training, transition service referrals, family services, and training partner relations, etc.
- Assist in the provision of individual and group instruction related to job and life skills training, career exploration, computer training, etc.
- Assists in developing and maintaining rapport and understanding between educational and training institutions and agencies.
- Other duties as assigned.

Education and Experience:

- Experience in office related services, including computer skills, filing, telephone/receptionist services.
- Bachelor's degree from an accredited college or university, preferred. High School diploma required.
- One year experience working with juveniles in a residential or detention setting or two years providing juveniles with supervision in a formal setting, preferred.
- Good communication skills (written and oral) mandatory.

Requirements:

- Valid Oklahoma Drivers license required (photocopy must accompany application)
- Valid Oklahoma Public Passenger Chauffeur's license (may be required)
- Must be able to work flexible hours
- At Least 21 Years of Age
- Must successfully pass OSBI Criminal background, Physical, Drug and TB screening

Employee's Signature

Date

Supervisor's Signature

Date