



CARING FOR OUR COMMUNITY ONE PERSON AT A TIME

## **Job Description**

*Job Title:* Project Coordinator

*Department:* Community Reentry

*Position Status:* Non-exempt  
Full Time

*Supervised by:* Executive Director

### *General Statement of Duties:*

Under the direction of the Executive Director, the Community Reentry Project Coordinator guides program services and case management processes to adults who have experienced incarceration. This includes developing and maintaining linkages with other community entities, assessing and planning for services needed in the community and for individual participants, and advocating, supporting, and monitoring activities related to the project and participant goals.

### *Specific Duties or Typical Work Activities:*

- Develops and maintains relationships with partner agencies, including Cortland County Jail & Probation, the Department of Social Services, NYS Parole, housing services, behavioral and physical health care providers, and employment services
- Coordinates the Community Reentry Council that serves as an advisory board to this project
- Reviews and processes referrals to the program
- Using a team approach with project staff and the client, completes intake and assessments to develop an individualized service plan; completes regular plan reviews and progress reports
- Convenes and leads interagency meetings, maintaining lines of communication and supporting the exchange of information
- Provides appropriate supports and services necessary for progression of the goals including, but not limited to, assistance with arranging appointments, transportation, coordinating services with other providers, and agency liaison activities
- Serves as advocate, link, monitor, support, and resource person for program participants
- Provides crisis management, as necessary
- Maintains data and documentation necessary for reporting and case records
- Completes reports as required by the funder
- Other related work, as requested

### *Required Knowledge and Skills:*

- Verbal and written communication skills
- Time management and self-initiation skills
- Knowledge of criminal justice, health, and social service systems
- Knowledge of basic care coordination processes, including assessment and planning
- Leadership skills and the ability to work in a team environment
- Computer and technology skills

### *Qualifications:*

- Bachelor's Degree in a human services or related field required
- Must have a minimum of 3 years' experience working directly with consumers of behavioral health

services and/or criminal justice

- Supervisory and program development and coordination experience preferred.

*Additional Expectations:*

- Must have a valid NYS Driver License, an acceptable driving record, and adequate auto insurance coverage
- Must work the expected 40 hours weekly, Monday-Friday
- Must comply with Agency and program policies and procedures
- Required to understand and abide by the laws, regulations, policies, and procedures that apply to the program or services provided
- Required to report any known or suspected violation of laws, regulations, policies, or procedures related to programs, services, Agency operations, or personnel of the Agency
- Required to maintain accurate documentation including, but not limited to, purchase orders, petty cash, expenditures, mileage records, and time sheets
- Required to ensure that employees are aware of and abide by the laws, regulations, policies, and procedures that apply to the program or services provided
- Process reports of known or suspected violations with the Agency Compliance Officer, without any retaliatory action against any employee