

## Job Description

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<b>Position:</b>	<b>Reentry Resource Coordinator</b>
<b>Reports to:</b>	<b>Director of Programming</b>
<b>Primary Location:</b>	<b>Connections Work</b>
<b>Classification:</b>	<b>G2 – Program Coordination</b>
<b>Creation/Revision Date:</b>	<b>05/06/2025</b>

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### **Job Summary:**

The Reentry Resource Coordinator is responsible for performing the duties for the Reentry Resource Center (RERC) in the Connections Work office and at the Berks County Jail System (BCJS), which include providing information, assistance and resource referrals to individuals that are, or have been, involved in the justice system but are not current Connections Work clients. Responsibilities include conducting a Barriers and Basic Needs Assessments (BBNA), identifying immediate needs, tendering appropriate ancillary supports, providing a warm hand-off to additional service providers in the community and enrolling eligible persons into Connections Work programming. The RRC will work closely with the Treatment Staff at the BCJS to ensure continued awareness and usage of the RERC and identify inmates in need of assistance. Bringing awareness of the Reentry Resource Center to justice system agencies and area service providers, developing and maintaining professional relationships with staff of local social service organizations and familiarizing themselves with the aid those agencies provide and regularly updating the Guide to Services are additional responsibilities for this position.

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### **Agency Culture and Values:**

At Connections Work, we have core beliefs and behaviors that define our culture. We believe that all people have value, mistakes do not define us, how we show up each day is critical to our success, and psychological safety is a basic human need. We believe that not everyone has the same opportunities, and that positive change is possible through hope, opportunity and second chances.

All employees, leaders, members of the Board of Directors and volunteers are all encouraged to embed these beliefs into their practices, policies, procedures, decisions, and interactions at Connections Work, and model our defined behaviors that stem from these beliefs.

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### **Essential Functions:**

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements are representative of the knowledge, skill, ability, and behaviors required. Reasonable accommodation may be made.

1. Develop and maintain a process for ongoing communication with the BCJS Treatment Staff to identify potential clients in need of services and approaching release their release date.

2. Conduct Barriers and Basic Needs Assessment (BBNA) interviews with inmates at the BCJS and walk-ins to Connections Work not currently enrolled in agency programming. Identify immediate needs and provide information and referrals to community services to address those needs. Provide a warm hand-off when possible and ancillary supports when appropriate and available.
3. While RERC participants are not considered case managed clients, follow-up with them weekly and ensure that assigned tasks have been completed, especially in cases where referrals into other agency programs is possible.
4. Work closely with the Reentry Works (RW) team to enroll RERC participants into RW when appropriate and if eligible.
5. Work closely with the Connections Work Working Toward Change staff at the BCJS to prevent client overlap.
6. Conduct ongoing outreach to local justice system organizations and professionals and community service providers about the assistance available through the Reentry Resource Center for past or current justice involved persons in Berks County.
7. Proactively outreach, interact and engage with key staff from community organizations providing services to the justice-involved population to establish and maintain professional relationships.
8. Become the Subject Matter Expert for the agency's Guide to Services. Have a solid understanding of the agencies listed in the Guide and be knowledgeable on the services they may provide to the justice involved population. Collect and organize resources available in Berks County and regularly update the Guide to Services. Communicate Guide updates and new information about available community resources to Connections Work team.
9. Document relevant information into files, spreadsheets and database system. Compile statistical data for required programming reports as well as monthly, quarterly and annual outcomes.
10. Respond to inmate correspondence in a timely manner and provide information about agency programming as well as services available in Berks County to reentrants.
11. Provide backup support to all operations of the agency including, but not limited to the reception desk.
12. Participate in community-based outreach activities to connect with other organizations and educate the community about Connections Work services available.
13. Attend and actively participate in applicable team meetings

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**Special Requirements:**

1. Bilingual in English and Spanish with skill in oral and written communication, including Spanish communication is preferred.
2. Must possess a valid Driver's License, have access to a vehicle and be willing to travel to and work at various locations as needed in order to conduct agency business. Some locations require working within the confines of a secure facility and in close contact with residents thereof.
3. Must possess and maintain valid personal vehicle insurance.
4. Must possess and maintain clearance authorization through the Berks County Jail System (BCJS). Connections Work will process the clearance request.
5. Possessing and maintaining a clearance authorization through the Pennsylvania Department of Corrections Center (PA DOC) is a plus. Connections Work will process the clearance request as needed.
6. Must complete ongoing training and/or certifications as required for position.
7. Must abide by the policies and procedures detailed in the Connections Work Personnel Policies and Procedures Manual, the relevant sections of the PADOC and the PBPP Code of Ethics, Codes of Conduct and PREA Standards, and the relevant sections of the BCJS manual.

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**Additional Responsibilities:**

1. Perform any related duties as directed by leadership.
2. Keep professional relations at a high standard with Connections Work, Berks County Jail System (BCJS), the PA DOC, the PBPP, RMCTC, HFHBC and other service providers, criminal and juvenile justice system officials, volunteers, mentors, partners and related professionals.

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**Note:** The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of Connections Work. Connections Work is an equal opportunity employer.

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**REENTRY RESOURCE COORDINATOR**

– Signature / Date

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**PRINTED NAME**

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**DIRECTOR OF PROGRAMMING**

– Signature / Date

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**PRINTED NAME**