

Job Description

Position:	Reentry Coordinator
Reports to:	Program Manager
Primary Location:	Connections Work
Classification:	G2 – Program Coordination
Creation/Revision Date:	11/19/2025

Job Summary:

The Reentry Coordinator is responsible for providing case management services and programming for the Working Toward Change (WTC) program participants, determining eligibility, conducting initial assessments, aiding clients in developing a Comprehensive Individualized Employment Plan (CIEP), preparing participants in their return to the community by delivering and connecting them to appropriate services, providing ongoing case management and employment assistance to clients, post-release. Conducting group and individual sessions for workforce development, essential life skills and cognitive curricula are also responsibilities for this position. This position must also work collaboratively with related professionals, including, but not limited to, Berks County Jail System (BCJS) staff, Adult Probation Officers and service providers. WTC Pre and Post-Release Clients Supervised: 100-150

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.

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. Assist with/perform essential functions of the WTC program including screening referrals for eligibility, assigning clients to a case manager (CM), managing waitlists, documenting appropriate information into case management database, various spreadsheets and the jail's Offender Management System (OMS) and completing reports and outcomes.
2. Provide case management to pre-release WTC participants.

- a. Conduct program intake assessment.
 1. Recognize areas of need
 2. Identify services and resources to address needs
 - b. Create client resume.
 - c. Work collaboratively with client to create a CIEP
 1. Identify employment and reentry goals
 2. Create objectives to work toward achievement of goals
 3. Review and update CIEP with client on an ongoing basis
 - d. Aid client in preparation for release.
 1. Provide information and referrals for community-based services.
 2. Coordinate the continuation of programming in the community.
 3. Facilitate cognitive curricula, workforce development and essential life skills workshops in groups and one-to-one settings. Utilize and reinforce information and techniques from these during client interactions and when working on CIEP.
 4. Assist clients with employment needs pre-and post-release.
 - a. Identify potential job opportunities.
 - b. Aid in the job search process.
 - c. Reinforce workshop training and provide job coaching.
 - d. Utilize established protocols, interface and coordinate employment efforts and client availability with Employment Development Team.
 - e. Monitor employed clients to ensure retention and be available if employment ends and new employment must be obtained.
 5. Provide case management to released WTC clients.
 - a. Provide post-release follow-up for clients coordinating services and information between multiple agencies and continue identifying additional needs and services.
 - b. Make scheduled post-release contacts for all WTC clients.
 6. Attend and actively participate in applicable team meetings.
 7. Provide backup support to all operations of the agency including, but not limited to the reception desk.
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Special Requirements:

1. Must be able to perform routine physical duties including: ability to lift and carry files and office documents (up to and including 25 lbs.), to traverse stairs regularly, to reach overhead at full arm's length regularly, to pull facility doors (up to 30 lbs.) throughout the day, to sit/stand for up to three (3) hours at a time without a break, to drive two (2) hours or more in duration.
2. Bilingual in English and Spanish with skill in oral and written communication, including Spanish communication is preferred.
3. Must possess a valid Driver's License, have access to a vehicle and be willing to travel to and work within the Berks County Jail and other applicable 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.
4. Must have valid personal vehicle insurance.
5. Must possess and maintain clearance authorization through the Berks County Jail System. Connections Work will process the clearance request.
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.

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.

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.

REENTRY COORDINATOR – Signature / Date

PROGRAM MANAGER – Signature / Date

PRINTED NAME

PRINTED NAME