

## PROGRAM ADMINISTRATOR (RE-ENTRY SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for assisting in the development, planning and operation of the County's specialized Prisoner Re-Entry program. Located in the Office of Temporary Housing in the Department of Social Services, an incumbent of this class works closely with the Departments of Correction and Probation as well as the District Attorney's Office to ensure individuals released from the New York State Correctional system obtain adequate housing upon release. Responsibilities include the development and implementation of individualized housing plans prior to release, working with contracted housing vendors in establishing available space, and ensuring compliance with New York State Department of Correction mandates for post release services. Additionally, incumbents assist in the preparation of a comprehensive social services plan to address the needs of the individual; including working closely with temporary assistance and career center staff to ensure those services are provided in a timely manner. Supervision may be exercised over lower level staff involved in the daily operations of the program. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Works with the New York State Department of Correction to obtain the names of all un-domiciled inmates scheduled for release in Westchester County;

Develops a "Housing First" model of service to ensure recently incarcerated returning citizens have permanent housing;

Interprets state and local laws, rules and regulations related to reentry programs;

Researches trends and formulates policies and procedures designed to ease the assimilation of recently incarcerated returning citizens into the community;

Works closely with contracted vendors to ensure services are provided in accordance with contractual terms;

Assists in the development, control and monitoring of contracts to enhance services offered to un-domiciled inmates scheduled for release;

Designs and implements criteria for measuring program effectiveness, troubleshoots areas of concern and formulates corrective action plans;

Establishes, reconciles and maintains case records of recently incarcerated returning citizens as they are released from state prison;

Acts as a liaison with representatives of the legal system on behalf of inmates (i.e. attorneys, parole boards, probation officers, child protective workers, etc.);

Prepares reports on program utilization and outcomes and proposes plans for addressing shortfalls in outcomes;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Develops strategies and plans to begin the temporary assistance application process prior to release;

Coordinates with staff members in Temporary Assistance, Temporary Housing and the Workforce Investment Board regarding Prisoner Re-Entry program initiatives;

Represents the Department of Social Services with community based organizations and public/private partners involved in providing services to returning constituents;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of state and local laws, rules and regulations related to reentry programs; thorough knowledge of the Department of Social Services reentry program and ancillary programs; good knowledge of the New York State Department of Correction process for releasing inmates; good knowledge of the programs and services available to un-domiciled inmates scheduled for release; ability of identify program problem areas and formulate and implement realistic solutions; ability to build and implement guidelines and procedures to effectively implement the reentry program; ability to establish and maintain effective working relationships with inmates, Social Services employees, community and contract agencies personnel, law enforcement personnel and legal system representatives; ability to think analytically; ability to communicate effectively both orally and in writing; ability to plan, coordinate and evaluate the work of assigned personnel; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; tact; sound judgment; integrity; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in one of the Social or Behavioral Sciences and four years of experience in a public agency where the primary function was in the implementation of programs for the incarcerated.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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Job Class Code: C3278  
Job Group: XII