

Planned Re-Entry Program (PREP) Coordinator **Job Description**

Qualifications: Master's degree in social work, criminology, sociology, child development or related field, or year-for-year experience working with youth and/or their families.

Must have and maintain CA Driver's License with reliable transportation and may require specified car insurance requirements.

Background Clearance Requirement: Employment will be contingent on successfully passing a mandatory background check through Fresno County Probation. This will be completed, passed and clearance will be maintained according to the satisfaction of Probation. An outside background clearance will not be accepted or considered.


Experience: Experience in program coordination, grant management, resource development, implementing assessments, case management, group facilitation, following established curriculums, and assessing any needs or barriers effecting participant and program success as well as reporting and tracking progress. Experience with administrative level tasks, such as organizational input, events, marketing, management meetings, strategic planning, reporting and fiscal management. Experience with county systems, networking and communicating effectively with clients, staff, community partners and administrators.

Supervision: Reports to CEO and/or designee

Description of Duties and Responsibilities:

This position will serve as the coordinator of the Planned Re-Entry Program (PREP) and Placement Services, programs designed to support youth transitioning from the Fresno County Juvenile Justice Campus facility to the community. The PREP coordinator will lead the PREP team, which will consist of Social Workers, Family Support Specialists and a number of volunteer mentors/case managers, and work as part of the Focus Forward management Team. The PREP Coordinator will be responsible for implementing all funding requirements including working with the Fresno County

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Probation Department to develop transitional case plans for youth exiting the system and their families and/or youth being identified for placement services. Services for PREP will include in-custody workshops, trainings and educational/recreational excursions as well as weekly case management support to both the youth and their family both in-custody and out-of-custody. Services for Placement Services will include facilitation and coordination of Child Family Team (CFT) Meetings, case management support to both youth and their family in and out of custody.


Major Responsibilities:

- Lead the PREP team in implementing all requirements of the PREP programs to meet program goals and maintain compliance with funder.
- Develop and support staff to provide high quality, culturally sensitive case management services and supports.
- Coordinate with partner agencies to implement programming in-custody.
- Maintain communication with staff, management, partnering agencies and the Fresno County Probation department
- Flexibility in regard to scheduling (some classes/workshops will need to be offered on evenings and/or weekends—as needed by clients)
- Provide support with community referrals to ensure all needs of youth and families are being met
- Attend relevant trainings, workshops and community meetings
- Supervise and leverage the support of interns and volunteer case managers/mentors
- Conduct various screenings and assessments and aggregate information and/or enter data into system
- Based on program evaluation, implement necessary policies and procedures to increase efficiency, productivity or improve outcomes for youth and families
- Attend meetings and develop/maintain communication with funder regarding program implementation, referrals, partnership, client staffing's, etc.
- Maintain open communication with CEO, including program and staff updates
- Provide direct service to clients and their families including 1-on-1 and group facilitation, as needed.

Specific/Additional Duties:

- Assist/Lead special projects and/or administrative duties to support the CEO, Management Team, and Organization
- Be responsive, consistent and reliable with all clients, staff and partners
- Participate in regular staff meetings and agency events and trainings

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- All other duties as assigned

Required Knowledge/Skills:

- Bi-lingual preferred
- Strong leadership skills, including staff development.
- Must be able to facilitate/teach
- Very organized and able to establish and follow timelines, curriculum and files
- Able to effectively communicate the benefits of program enrollment
- Must be able to work with multiple ages, cultures, ethnicities, sexual orientations, etc.
- Excellent verbal and written communication skills and organizational skills
- Demonstrated computer skills including but not limited to: using data base, use of Microsoft Office and email
- Demonstrated customer service skills
- Ability to develop and maintain professional working relationships with management, co-workers, partners, and the general public
- Ability to work under pressure and handle multiple tasks simultaneously
- Knowledge of available resources within the community for the client population
- Ability to work with children, youth, young adults and families who face multiple barriers and risk factors and who have been involved in the justice or child welfare systems and have skills to work with at-risk families
- Ability to speak with clientele one on one and to speak to large groups of people which may include public presentations or facilitating workshops/classes
- Ability to think critically and identify opportunities, needs and prioritization of work to meet mandatory outcomes of program and organization
- Must demonstrate excellent judgment and have the ability to manage crises and adapt to unforeseeable circumstances
- Experience/knowledge of program development, meeting grant deliverables and community based work

Work Environment and Physical Conditions/Demands:


Cubicle setting, sitting/standing for prolonged periods of time, lifting up to approximately 40 pounds (more or less as needed), some meetings and appointments or presentations offsite in the community, heavy computer and telephone usage, physical coordination, working in noisy or crowded environment, speak loudly, stopping, bending, lifting, reaching, must drive vehicle. Must be comfortable working with families facing various challenges and provide services in a non-judgmental manner. These conditions and physical demands are representative of those that must be met by an employee to

successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Compensation: \$40,000-\$50,000 depending on experience. Paid holidays, time off (sick leave/vacation), medical, dental, vision and 403b.

How to Apply: If you are interested in applying, please send your resume and cover letter to CEO, Coreen Campos at coreenc@focusforward.org. Please include "Application" in the subject line of the email.

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