

## **STPSO Job Description**

**Job Title:** Inmate Programs Reentry Transition Specialist  
**Department:** Corrections  
**Reports To:** Director of Programs  
**FLSA Status:** Non-Exempt  
**Prepared date:** 01/01/2022  
**Revision Date:** 03/07/2023  
**Salary Range:** \$35,703 - \$43,586

**SUMMARY** – Inmate Programs Reentry / Transition Specialist is responsible for the overall identification, coordination, evaluation and assignment of DOC inmates into programs. Plan, organize and coordinate placement of inmates into Programs at the St. Tammany Parish Jail (STPJ). Must possess good decision making skills, as well as be able to work in a high stress ever-changing environment with the public and other employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** -include the following. Other duties may be assigned.

Transition Specialist screens individuals for participation in Re-entry Programs, through an Orientation Process

Responsible for planning, organizing, and presenting instructions through orientation which help the inmate population understand the subject matter and skills that will contribute to their educational and social development

Utilize the TIGER Assessment and Psych-Social in planning the educational path of the inmate

Transition Specialist will take on the task of all CAJUN data entry, to include Medicaid Information and REAP

Transition Specialist will be responsible for sending in the ID information, Medicaid applications, and making sure the Social Security Applications are sent to SSA

Transition Specialist will input the data received into the REAP document

Transition Specialist will ensure that all TDE envelopes have ID cards, Social Security Cards, and Birth Certificates. Ensuring there is a Chain of Custody letter when those go out

Transition Specialists will make sure that the TDE Folders are in compliance and that they are sent out at the appropriate time

Transition Specialist are responsible for keeping up with Monthly Report and submitting that information to DOC Headquarters

Transition Specialist are responsible to enroll the appropriate inmates in the Department of Veteran Affairs to obtain DD214 and all other offenders above 18 in Selective Service

Conduct screenings (LARNA) of DOC inmate population to identify appropriate risk assessment

Conduct and understand comprehensive intake assessments for proper placement of offenders

Assign inmates to programs based on their risk assessment and release dates as appropriate

Develops and maintains partnerships with other local and state agencies, community organizations, and faith based groups

**SUPERVISORY RESPONSIBILITIES** -This job has no supervisory responsibilities.

**QUALIFICATIONS** -To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE** –An Associate’s Degree in Criminal Justice, Education, or human service related field.

**LANGUAGE SKILLS** -Ability to read and interpret general business periodicals, professional journals, or governmental regulations. Ability to write reports and correspondence. Ability to effectively present information and respond to questions from groups of employees and managers.

**MATHEMATICAL SKILLS** -Ability to calculate figures and amounts such as discounts and percentages.

**REASONING ABILITY** -Ability to apply common sense understanding to carry out written and oral instructions.

**COMPUTER SKILL** - To perform this job successfully, an individual should have knowledge of Excel, Word and ability to learn and use Laserfische software.

**CERTIFICATES, LICENSES, REGISTRATIONS** -Valid Louisiana Motor Vehicle Operator's License; proof of residency of St. Tammany Parish (voters registration card); birth certificate (minimum age of 18 years); Social Security Card.

**PHYSICAL DEMANDS** -The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT** -The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Employee must be able to multi-task and maintain an acceptable pace while keeping up with several duties at any given time. He/she must be able to learn quickly and adapt to changing situations smoothly. Employee must be able to articulate clearly and concisely due to the type of information that will be disseminated from the programs office.