

City of Lowell
Job Description
Please Post ~ February 10, 2014
Deadline ~ February 20, 2014
Police Department
Reentry Manager

ANTICIPATED VACANCY

Job Title: Reentry Manager (1100-DH07, 1985)
Department: Lowell Police Department
Reports to: Supervisor-in-charge of the Family Services Unit
Union: Non-union/Ordinance
Salary Range: \$41,868.84 (min) to \$49,084.36 (max); GRANT-FUNDED

SUMMARY

The Reentry Manager will be primarily responsible for overseeing the Greater Lowell Ex-Offender Reentry Partnership and the Lowell Ex-Offender Advancement Program (LEAP). This staff member will work closely with correctional agencies, local and state government organizations, non-profit agencies and ex-offenders. The Reentry Manager will be responsible for providing case management to 85 ex-offenders returning to Lowell from incarceration in the pre-identified target population.

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

- Maintain relationships with key stakeholders in the reentry process within the community;
- Maintain a detailed database of ex-offenders returning to Lowell from incarceration;
- Attend monthly meetings with DOC, DYS, Probation, Parole, HOC and non-profit partners regarding reentering offenders;
- Work closely with detectives in the Family Services Unit to monitor and track ex-offenders;
- Organize pre-release visits and home visits of ex-offenders;
- Increase awareness of the available social services in the community to returning ex-offenders;
- Share information regarding returning ex-offenders with other law enforcement agencies and non-profit partners in the community;
- Coordinate case management services to ex-offenders in program;
- Coordinate staffing at the Reentry Center;
- Work closely with Case Managers and Assessment Team Staff Member from BHOC to meet with ex-offenders prior to their release from incarceration;
- Maintain relationships with members of the Crime Analysis Unit to better track and monitor ex-offenders;

- Assist ex-offenders to complete proper paperwork, obtain identification, health insurance and help them navigate through various obstacles impeding successful reintegration;
- Maintain detailed case management files;
- Facilitate monthly continuum of care (Greater Lowell Ex-Offender Reentry Partnership) meetings;
- Conduct a detailed quarterly evaluation of reentry efforts; and
- Assist Program Manager with quarterly reports for funder.

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

- Bachelor's Degree in Criminal Justice or Psychology or Social Work required;
- Previous experience working with ex-offenders preferred;
- Extensive experience in using Microsoft Word and Excel;
- Experience working with data analysis software preferred; and
- Applicants should have understanding of basic law enforcement procedures, including the reentry process.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to read and interpret documents and financial reports. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to create databases and conduct statistical evaluations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send resume and/or application with cover letter to the Human Relations Office, Mary Callery, Human Relations Manager, Rm 19~City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ February 20, 2014. Applicants may also fax resume and/or application to 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer