



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## REENTRY COORDINATOR

Job Number: 21002400

Job Code: 22540V251001

Job Group: 2200 - CORRECTIONS

Job Established: 07/16/2018

Job Revised: 10/01/2025

Grade: 14 Salary (MIN - MID):

\$22,159-\$33,239 - Hourly

\$3,600.84-\$5,401.34 - 37.5 Hr. Monthly Salary

\$3,840.90-\$5,761.44 - 40 Hr. Monthly Salary

**Special Entrance Rate:**

**\$27.392 - Hourly**

**\$4,451.20 - 37.5 Hr. Monthly Salary**

**\$4,747.96 - 40 Hr. Monthly Salary**

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, facilitates and coordinates prerelease services for the reentry of adult or juvenile offenders into the community. Provides assistance to adult or juvenile offenders in one or more of the following areas while under community supervision: social security benefits, healthcare, veterans' benefits, Medicare, Medicaid, employment, educational and vocational opportunities, adulthood transition, college enrollment, employment, housing, financing aid. Assists with Program and treatment plans relating to risk and needs assessment of offender; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Must have two years of professional experience in any operation or program within the field of corrections, law enforcement, probation work, parole work, juvenile justice and/or social work, or a related field.

#### **Substitute EDUCATION for EXPERIENCE:**

Graduate study in law enforcement, corrections, behavioral sciences, or a closely related field will substitute for the experience on a year-for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in probation work and/or parole work, corrections, law enforcement, criminal justice, social work dealing with the rehabilitation of offenders, or in the supervision and care of young adults (ages 12- 21) in a residential, correctional, group home, detention or day treatment program or any combination of the above will substitute for the required education on a year-for-year basis. Current or prior military experience will substitute for the required college on a year-for-year basis.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be 21 years of age. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates with inmates and family members to prepare and submit home placement and parole plans for review by Probation and Parole. Facilitates prerelease services for juveniles such as home placement, positive family relationships, transportation, and evidence-based programming for reentry of juvenile offenders into the community. Provides Benefit Information/ Assistance: Social Security benefits, veterans benefits, and health care. Conducts Prerelease classes per Corrections Policy and Procedures. Facilitates PORTAL New Direction Classes for offenders to provide life skills. Monitors and assists with release documents and procedures to include parole certificates/release paperwork, birth certificates, social security cards, identification letters, medical and/or mental health instructions, and reporting instructions for supervision provided by probation and parole officers. Assists with program and treatment plans as it relates to risk and needs assessment of juvenile offenders. Attends and participates in local reentry councils, which provide support to offenders. Maintains ACA files that are pertinent. Prepares/facilitates monthly Parole Board. Prepares monthly report for Program Administrator in Central Office. Serves as Risk/Needs Assessment Trainer to new staff within the department. Assist in facilitating Evidence Based and promising practice Programs in Community. Prepares Training Manual: update as needed including cross training modules. Maintains and updates Resource Manuals. Works directly with the local KY Career Centers and local reentry councils. Enhances community involvement with juvenile offender population by connecting juvenile offenders with providers that will assist them upon release.

**UNIQUE PHYSICAL REQUIREMENTS:**

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Works primarily in an office setting. Travel maybe required within the region and to the Department of Corrections Central Office in Frankfort.

**ADDITIONAL REQUIREMENTS:**

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.*