

SUSQUEHANNA COUNTY

POSITION DESCRIPTION

TITLE:	RE-ENTRY CASE MANAGER
DEPARTMENT:	RE-ENTRY COALITION
LOCATION:	31 LAKE AVENUE MONTROSE, PA 18801
REPORTS TO:	DIRECTOR OF RE-ENTRY COALITION
SUPERVISES:	NONE
POSITION STATUS:	FULL-TIME / NON-UNION
PAY GRADE:	S11

GENERAL: The Reentry Case Manager position will be responsible for working with adults who have been impacted by the court system, struggling with substance abuse and mental health, and reentering their communities after incarceration. They will provide individualized support, advocacy, and resource coordination for individuals transitioning from incarceration back into the community. Through our reentry program, we support individuals in creating a future defined by stability, purpose, healing, and hope.

Minimum Requirements:

- Bachelor's degree in social work, Criminal Justice, Psychology, or related field.
- At least two years of experience in case management or a related field working with high-risk populations.

Knowledge, Skills, and Abilities:

- Ability to build rapport and effectively engage individuals with serious mental health challenges criminal justice involvement.
- Familiarity with the criminal justice system, trauma-informed care, and barriers faced by returning citizens.
- Ability to understand and maintain confidentiality.
- Ability to work independently and manage a caseload of diverse needs.
- Strong interpersonal, communication, and crisis intervention skills.
- Ability to travel inside jail and prison facilities.

Duties and Responsibilities:

- Meet with clients while incarcerated at Lackawanna County Prison, Wayne County Correctional Facilities, and Wyoming County Correctional Facility to prepare for reentry and inform them of services available while incarcerated.
- Manage a caseload of clients, supporting access to benefits, employment, treatment, housing, childcare, healthcare, identification documents, and other critical services.
- Work closely with University of Pittsburgh in the collection of data, report writing, and follow up
- Maintain accurate and timely client records, including demographics and contact notes.
- Actively involved in the Susquehanna County Re-entry Coalition.
- Provide regular updates to the Susquehanna County Re-entry Coalition Executive Director.
- Develop and maintain collaborative relationships with community partners including probation officers.
- Participate in teams' meetings, training and case conferences.
- Perform other duties as assigned by management.

Required Certifications:

- Background clearance required.
- Pre-employment drug screening
- Valid driver's licensing, with a clean driving record and insurance.

DISCLAIMER:

The above statements are intended to describe the general nature of and level of duties being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required to perform this position.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THIS POSITION AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Date: _____

Employee Signature

Date: _____

Department Head Signature

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer