

Job Title: Reentry Program Coordinator

Reports To: Lieutenant and Jail Administrator of the Barnes County Corrections Center

Employment Type: Full-Time, one year Grant-Funded position with benefits

Location: Barnes County Correctional Center

Start Date: January 1st, 2026, to December 31st, 2026

Pay: \$30.00 an hour plus benefits

Position Summary:

The Project Coordinator will oversee and manage the implementation of a grant-funded reentry program designed to support incarcerated individuals as they transition back into the community. The program provides a comprehensive range of services including educational support, substance use treatment, mental health and trauma-informed care, cognitive behavioral interventions, parenting support, life skills development, case management, and individualized reentry planning.

The coordinator will serve as the central point of contact for all grant activities, ensuring compliance with grant requirements, coordinating service providers, tracking outcomes, and supporting the successful reintegration of program participants.

Key Responsibilities:

Program Coordination and Oversight

- Coordinate day-to-day operations of the reentry program in alignment with grant objectives and timelines.
- Serve as liaison between correctional institutions, community service providers, stakeholders, and program participants.
- Schedule and facilitate regular meetings with service providers and partner agencies.
- Monitor service delivery to ensure it is trauma-informed, culturally competent, and evidence-based.

Grant and Compliance Management

- Ensure compliance with all grant requirements, deadlines, and reporting mandates.
- Maintain detailed records of participant progress, program activities, and service outcomes.
- Assist with the preparation of reports to funders and stakeholders, including data collection, analysis, and narrative summaries.
- Track expenditures and assist with budget oversight.

Participant Support and Case Management Oversight

- Support coordination of assessments, intakes, and individualized reentry plans.

- Ensure continuity of care across services such as mental health counseling, substance use treatment, and educational or vocational training.
- Monitor case management practices and ensure follow-up on referrals and service engagement.

Collaboration and Communication

- Build and maintain strong partnerships with correctional staff, nonprofit organizations, housing providers, and treatment programs.
- Develop communication materials and program updates for internal and external audiences.
- Support community engagement and outreach efforts to improve program visibility and access.

Required Qualifications:

- Associate or bachelor's degree in criminal justice, human services, social work or related field
- Experience in case management, corrections, counseling or social services is preferred.
- Strong organizational and project management skills, including the ability to track multiple tasks and deadlines.
- Knowledge of community resources and the ability to establish partnerships with community organizations and employers.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office and data tracking systems (e.g., Excel, case management software).
- Ability to pass background check and/or clearance requirements as needed.
- A valid class D driver's license.

Working Conditions:

- Some travel will be required, to different correctional facilities and community partner sites.
- The ideal candidate will have a strong understanding of the challenges faced by people reentering society after incarceration and will be passionate about making a positive impact on their lives.
- On the job training will be included

Primary Duties:

Program Coordination:

- Develop, facilitate, and track reentry programs, classes, and services (education, employment readiness, life skills, treatment referrals, etc.)
- Maintain complete and accurate records of inmates that participate in the program
- Coordinate schedules and clearances for volunteer instructors and outside agencies.

Inmate Case Planning

- Conduct reentry assessments with eligible inmates
- Develop Individual transition plans
- Assist inmates with applications for community services, including housing, employment, identification and treatment programs.

Communication & Collaboration

- Serve as the primary contact for reentry-related inquiries within the facility
- Work with probation, parole, social services, mental health providers and other community partners
- Coordinate with facility medical and mental health staff when necessary for continuity of care planning.

Documentation & Record Keeping

- Maintain accurate records of inmates participating, program outcomes, referrals and reentry plans.
- Ensure documentation is entered into designated facility systems in accordance with policy and confidential requirements
- Prepare monthly and quarterly reports to the Lieutenant and the ND DOCR grant funding.

Compliance & Safety

- Follow all facility policies, procedures and security protocols
- Ensure outside partners comply with facility safety standards
- Participate in all training as Required for the position

Eligibility and Participation

- Inmate eligibility criteria for reentry services will be determined in collaboration with the Lieutenant or Jail Administrator
- Participation may depend on behavior, classification, sentence structure or program availability.

Barnes County is accepting applications for a Reentry Program Coordinator at the Barnes County Correctional Center. Position to remain open until filled. Starting wage: \$30.00 per hour plus benefits. Applications & complete job description available through ND Job Service www.jobsnd.com or Barnes County website www.barnescounty.us or can be picked up at the Barnes County Auditor's Office, 230 4th Street NW, Room 202, Valley City, ND 58072. Applications can be mailed or dropped off at Barnes County Auditor's Office.