

demonstrate the ability to represent the department in a courteous and professional manner when dealing with the general public, elected officials, department heads, and other co-workers. The employee must be articulate and able to communicate positively via the phone, internet, and in person with various levels of personnel and the general public.

REQUIREMENTS:

1. A bachelor's degree and/or Master's degree in public policy, criminal justice, or another human service field is preferred.
2. Four (4) years of relevant additional experience will be considered in lieu of an advanced degree.
3. Project management expertise, with the ability to exercise independent judgment and maintain appropriate deadlines.
4. Strong understanding of policy analysis and evaluation.
5. The ability to work well with diverse groups of individuals and organizations.
6. Self-starter with the ability to work independently.
7. Familiarity with Microsoft Office Suite.
8. The ability to present complex information in an easy-to-understand manner is key.
9. Demonstrated understanding of substance use, overdose, and effective practices in reducing overdose deaths.
10. An enthusiastic dedication to innovative public service and customer-driven service as well as personal and professional growth of the reentry services.
11. The capability of describing and expressing, in public conversation as well as during one-on-one mentoring, the value of personal accountability for the success of colleagues.
12. A clear grasp of essential performance behaviors, operational goals, and an active, day-to-day desire and effort to learn more.
13. The skills to coach and guide the team members to fully engage their talents in service to the mission and goals of the reentry services.
14. Self-motivation, with the ability to shift priorities to meet needs when unanticipated problems occur.
15. The capacity for vision and developing a mental image of the ideal organization.
16. The capacity to create a sense of purpose, even in stressful times, and to generate and maintain a high level of morale.
17. The ability and willingness to assist others in reaching their potential.
18. The ability and willingness to work with others as a team player who feels a sense of responsibility not only for their own success but for the success of colleagues and clients/offenders.
19. The ability to communicate effectively orally and in writing.
20. Effective interpersonal skills, including presenting information effectively and responding to questions from the Court, County officials, colleagues, law enforcement and other criminal justice agencies, the media, the general public, and vendors.
21. Ability to establish and maintain effective working relationships with Court of Common Pleas and County department heads and staff, as well as with external organizations and customers, such as government entities.
22. Ability to work within the Court of Common Pleas and Criminal Justice Advisory Board as part of the criminal justice team.
23. Ability to lead, motivate, and work closely with people of all skills and backgrounds.
24. Ability to read and interpret financial and statistical information, policies, and procedures.
25. Knowledge of the policies and procedures of the reentry services.
26. A general knowledge of drug and alcohol addiction.
27. Knowledge of current community resources and the process for accessing these resources.
28. Knowledge of basic computer skills and the ability to access and input data into the appropriate computer information system.
29. A courteous, patient, and professional demeanor, the ability to work with other staff and

offenders/clients in one-on-one and small group situations, and the ability to effectively present information and respond to questions.

30. The ability to drive to and from the job site/building.
31. Must have knowledge of fire, safety, evacuation, and emergency procedures.
32. Must have knowledge of and apply departmental and facility policies and procedures.
33. Must demonstrate the ability to perform routine duties of the department.
34. Must have knowledge of basic computer software.
35. Must possess the ability to interact with co-workers and the general public in a courteous, professional manner.

CERTIFICATES, LICENSES, REGISTRATIONS: NA

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Must consistently demonstrate the ability to handle numerous tasks and responsibilities and the ability to anticipate and meet deadlines.
2. Must have outstanding organizational skills and pay meticulous attention to detail.
3. Must anticipate and respond promptly, in a professional manner, to internal and external customer requests.
4. Must possess a professional demeanor and appearance.
5. Must have the ability to maintain confidentiality of information.
6. Excellent oral and written communication skills.
7. Strong interpersonal skills demonstrated ability to maintain collaborative relationships with internal and external partners.
8. Plans, coordinates and monitors the activities of the reentry program.
9. Tracks and processes applications as directed by the Chief Probation Officer.
10. Coordinate and Schedule sentencing for individuals entering into a reentry service.
11. Formulates, reviews, and recommends policies and procedures regarding reentry programs.
12. Establish effective systems for communication by holding stakeholder group meetings.
13. Engage with local, State, and national subject matter experts to support policy implementation and identify funding priorities.
14. Identify opportunities to leverage funding and coordinate across agencies on substance use-related (and other cross-cutting topics) projects as appropriate.
15. Support reporting to internal and external stakeholders on substance-use-related government activities and progress, including at quarterly Substance Use Steering Committee meetings.
16. Coordinates with partners to ensure all substance use-related funding is leveraged to maximize treatment, recovery, and prevention.
17. Promotes the learning and practice of systemic, coordinated, strategic policy planning among heads of local justice system agencies, behavioral health, and community-based partners.
18. Draft meeting agendas, strategic planning documents, and work plans.
19. Coordinates, schedules, and facilitates working group meetings and provides follow-up on essential action items.
20. Provide outreach on behalf of the working group to relevant stakeholder groups.
21. Establish a communication strategy to provide policymakers, practitioners, and the public with information about relevant projects.
22. Must adhere to the County's Absentee and Tardiness Policy, requiring regular attendance and punctual reporting to work.
23. Performs other related duties as assigned.

PHYSICAL DEMANDS: The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The physical requirements of the job include, but are not limited to, the following:

1. The ability to sit for extended periods of time.
2. The ability to remain in a stationary position frequently and occasionally move about within the Courthouse and other County facilities to access other staff and materials.
3. The ability to stand and walk occasionally.
4. The ability to speak and hear clearly.
5. The ability to frequently communicate with co-workers, staff from other entities, and the general public to exchange accurate information.
6. Adequate distance vision.
7. The ability to handle office implements frequently.
8. Manual dexterity (i.e., use of fingers, hands, and arms).
9. Must regularly lift, move, and/or carry up to 10 lbs. consistently and, on occasion, up to 15 lbs.
10. The ability to drive automotive equipment occasionally to other locations within and outside of Cambria County

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 essential functions.