



**ADMINISTRATIVE OFFICES**  
1931 West Broadway, Suite 101  
Minneapolis, MN 55411  
(612) 287-1600  
[www.rseden.org](http://www.rseden.org)

## **JOB ANNOUNCEMENT: Corrections Reentry Technician, Reentry West**

RS EDEN is currently seeking a full-time Reentry Technician for its Reentry West Program located in St. Paul. The Reentry Technician is responsible for directly supervising resident actions and movements, thus assuring that all program rules and regulations and contracting sources are followed. The Reentry Technician serves as a liaison between resident and case management staff. He/she informally guides and supports residents and acts as the ongoing contact for residents. The Reentry Technician is responsible for maintaining accountability and a positive atmosphere that promotes client motivation and change. He/she also maintains fire, housekeeping, and sanitation regulations. Based upon agency needs, the Reentry Technician will also be responsible for completing various duties for nonresidential clients.

### **RESPONSIBILITIES INCLUDE:**

- Assists in orienting new staff or interns as needed.
- Monitors house activities while directly supervising resident actions and movements. Assures that program clients follow all program rules and regulations.
- Handles discipline of program residents in the event of major/minor program violations.
- Maintains security, safety, and sanitation of the facility in accordance with policy and any ordinances/laws pertaining to the facility. This includes conducting rounds of the facility on a regular basis.
- Conducts intakes for new residents, including obtaining background information, explanation of program rules and expectations, and orientation of the facility.
- Processes and oversees client medication(s) in accordance to facility medication policies and procedures.
- Exercises responsible communication with clients and staff including maintaining daily log, recording client data on bed check sheet, completing incident reports as needed, making appropriate telephone contacts, maintaining client confidentiality, and any other designated record keeping.
- Performs searches of facility and residents and their belongings as needed or scheduled.
- Maintains ethical practices in relationships with clients (PREA compliance), staff, outside individuals, and community agencies.
- Provides clients with guidance and support on an informal basis as needed. Serves as a liaison between clients and case managers, while serving as the ongoing contact to the clients.
- Assists food service staff in ordering supplies, making bag lunches, and supervising meals if applicable.
- Collects urinalysis samples (same sex clients) and perform random breath analysis test to assigned residential and nonresidential clients.
- Issues warrants in compliance with contracting agency directives.
- Participates in staff meetings, in-service training, outside training events, and additional training as deemed necessary to maintain personal growth and development, as well as professional competence.

### **QUALIFICATIONS INCLUDE:**

- High School Diploma/GED. BA/BS degree preferred.
- Education and/or experience and training in human services, corrections, criminal justice or related field preferred.
- Good oral and written communication skills.
- First Aid/CPR/AED training.
- Current Mantoux test. (Annual requirement thereafter).
- Ability to relate to people from diverse backgrounds with multiple problems.
- Leadership skills and the capability of working alone with very little supervision.
- Ability to act as a positive role model for program clients.
- One year off correctional supervision.
- Discharged from chemical treatment program for period of 2-yrs, if applicable.
- Minimum 2-yrs continuous sobriety, if applicable.

**Hours:** Tuesday-Thursday 7am-5pm and Friday 2pm-midnight or  
Sunday – Wednesday 2pm-midnight or  
Thursday 2pm – midnight and Friday – Sunday 10pm to 8 am

**MAIL, FAX, OR EMAIL LETTER OF INTEREST AND RESUME TO:**

[jgast@rseden.org](mailto:jgast@rseden.org)  
<http://www.rseden.org>

RS EDEN is proud to be an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other status protected under local, state or federal laws.

\*RS EDEN participates in the federal student loan program\*