



ADMINISTRATIVE OFFICES
1931 West Broadway, Suite 101
Minneapolis, MN 55411
(612) 287-1600
www.rseden.org

JOB ANNOUNCEMENT: Corrections Reentry Technician, Reentry West

RS EDEN is currently seeking ON-CALL Reentry Technicians for its men's Residential Reentry Program (Reentry West) located in St. Paul. The Reentry Technician is responsible for directly supervising justice involved persons' actions and movements, thus assuring that all program rules and regulations are followed in a 32-bed residential reentry community correctional facility. 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. 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 with 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.
- 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 in ordering supplies, making bag lunches, and supervising meals.
- Collects urinalysis samples (same sex clients) and performs 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.
- Ability to deal with very difficult persons, anticipating present and future needs. Good skills in de-escalation are required.
- Acts as a liaison with referring agencies (Minnesota Department of Corrections, Federal Probation and Pretrial Services and Hennepin and Ramsey County Community Corrections) and their agents.
- Maintains professional boundaries and ethical practices in relationships with clients (PREA compliance), staff, outside individuals, and community agencies.

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 challenges.
- 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: **Must be able to work various shifts and fill in open shifts.**

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

jgast@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