

# IN-CUSTODY PROGRAM COORDINATOR

## DEFINITION

Under general direction, plans, develops, organizes, and evaluates the functions of educational, rehabilitation, and recidivism reduction programs; ensures programs are evidence-based, evaluated for effectiveness through pre-determined performance measures, and in compliance with applicable policies and procedures, statutes, standards, legal mandates, and court orders; leads program development, data collection, and grant writing; and establishes partnerships with community organizations, county departments, law enforcement agencies, and other legal organizations to coordinate and enhance transition opportunities for in-custody clients.

## DISTINGUISHING CHARACTERISTICS

This is a single position class responsible for managing, organizing, coordinating, and directing a variety of programs and services for the purpose of rehabilitation and recidivism reduction for inmates and offenders sentenced by the Courts of Yolo County. This class is allocated only to the Sheriff's Office and reports to a Correctional Lieutenant or higher-level position. Additionally, this position supervises others and supports the Sheriff's Office in their strategic efforts to expand the use and availability of evidence-based programming and services to in-custody clients.

## ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

- Oversees responsibility for the in-custody programming including creating a comprehensive and expansive program and integrated reentry strategy with the Sheriff executive team, local law enforcement, and community partners; monitoring the achievements of recidivism reduction and rehabilitation goals and objectives; analyzing programmatic updates for quality assurance, quality improvement, and best practices; and developing mechanisms for ongoing community input.
- Utilizes evidence-based principles, approaches, and best practices to establish and recommend new and/or improve existing in-custody programs and services that will decrease recidivism; and assess, treat, educate, and prepare in-custody clients for success.
- Leads the development and implementation of local policies and procedures that impact access to services for in-custody clients; provides input on community and population-based issues for planning, development, and deployment of any outreach activities.
- Conducts analytical research, studies, and reports relative to planning, monitoring, and evaluation of in-custody programs; collects data via reputable sources (e.g., Results First National Clearinghouse and in-custody clients) and evaluates program performance measures (e.g., the average length of stay, mental illness, drug/alcohol, job skills, education, etc.) to identify problems and limitations, verify needs, and make improvements to existing programs, service delivery methods, and procedures; prepares or oversees statistical and narrative reports on

operations and activities including presenting findings and recommendations for internal review, regulatory submission, Board of Supervisors, and community groups.

- Establishes clear, consistent, and regularly reported performance measures for organizations and providers proposing in-custody programs; assures standardized performance measures are included in all contracts and implemented across all programs.
- Identifies and participates in strategic state and/or local county initiatives, collaboratives, and efforts that will contribute to shared learning and advancement of the use and accessibility of evidence-based programming to in-custody clients; stays abreast of new legislation, trends, and innovations to provide subject matter analyses and evidence-based program, policy, and procedural recommendations that meet or exceed all state and federal mandates.
- Facilitates program and/or grant budget development and maintenance including securing facilities, equipment, and materials needed for program operations; monitoring and approving the unit's budget and expenditures; providing input about program funding needs and formulating strategies to obtain funding; and leading, initiating, and/or collaborating with other departments to write, review, and/or submit grant proposals.
- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff, consultants, and contractors responsible for technical support of the assigned program activities.
- Selects, trains, motivates, and evaluates assigned personnel directly or through supervisory staff; provides or coordinates staff training; establishes standards for acceptable work products, recognizes accomplishments, and works with employees to correct deficiencies; and reviews, approves, and implements discipline and termination procedures.
- Develops educational and outreach materials on a variety of in-custody-related topics for both internal and community use.
- Plans, attends, and participates in professional group meetings and community/regional events as the Sheriff's Office spokesperson and/or liaison; maintains active advocacy, advisory, and supportive relationships; interprets and exchanges information; assures cooperation in achieving program goals; and/or promotes programs and services for in-custody clients.
- Performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

**Education:** Bachelor's degree from an accredited college or university, preferably with a major in Business Administration, Criminal Justice, Behavioral/Social Sciences, Social Work, or related field; **AND**

**Experience:** Five (5) years of professional-level experience administering social services programs for in-custody or underserved and/or disadvantaged clients.

**Substitution:** A master's degree in a related field may substitute for one (1) year of experience.

**License:** This class requires the incumbent to possess and maintain a valid California driver's license, Class C or higher, to carry out job-related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

## **KNOWLEDGE & ABILITY**

### **Knowledge of:**

- Principles, procedures, strategies, and practices of modern criminal justice and corrections; current trends in criminal justice and cognitive behavioral-based treatment programs used with in-custody client programs
- Principles and practices of evidence-based and evidence-informed correctional and cognitive-behavioral treatment programs, including program assessment, development, planning or design, implementation, and management that aligns with organizational strategic objectives and values
- Substance abuse and mental health assessment and treatment principles; biopsychosocial factors influencing individuals and societal incarceration patterns; educational and vocational training applicable to in-custody clients
- Research principles and practices, including data gathering, analysis, and evaluation of correctional programming; application of performance measurements to determine program delivery success and outcomes; and evidenced-based practices appropriate for specific populations and the reliability of the models used
- Federal, state, and local laws, codes, and regulations related to the deliverables of detention facilities and evidence-based treatment applicable to in-custody programs and services
- Principles and practices of supervision, discipline, leadership, team building, organization, mentoring, conflict resolution, and/or training
- Principles of program budgeting, cost analysis, and fiscal management, including funding sources and basic marketing and community program promotion
- English composition, spelling, grammar, and punctuation for both written and oral communications; the appropriate formats, graphic, and terminology used in administrative and statistical analyses and report writing
- Contract development, administration, monitoring, and evaluation; and grant research, identification, development, and monitoring
- Advocacy that prioritizes the empowerment of in-custody and underserved and/or disadvantaged clients and communities, including, but not limited to, self and community advocacy, leadership development, and other capacity-building activities
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to the area of assignment

### **Ability to:**

- Select, supervise, evaluate, train, and develop staff; organize and manage work of others; investigate and resolve conflicts and disciplinary issues
- Plan, manage, and complete complex work assignments; evaluate program effectiveness and make modifications as needed
- Communicate clearly and concisely, both verbally and in writing, including making presentations before diverse public bodies and groups on challenging subjects and proposing solutions in a positive, inclusive, and motivational manner
- Work independently or with a culturally/ethnically diverse team; assess and evaluate strengths, challenges, and potential; foster and maintain positive work relationships, environment, and culture; and successfully manage workload and competing priorities
- Maintain confidentiality, accurate documentation, records, and information per pertinent laws and regulations
- Conduct research; analyze, evaluate, and interpret gathered data; prepare statistical analyses, policies and procedures, and comprehensive reports; and develop alternative solutions and effectively implement the resultant change
- Interpret and apply applicable federal, state, and local laws, codes, and regulations
- Administer assigned programs, contracts, and grants according to designated guidelines and regulations including developing and implementing reporting and tracking systems
- Design and prepare promotional programs and public information materials as well as create key messaging and communication strategies for engaging the stakeholders
- Represent the Sheriff's Office or County in a professional and culturally competent manner; facilitate committees, task forces, and/or community groups and processes
- Implement relationship-building strategies, particularly with underrepresented communities or groups, including being sensitive to social, economic, and cultural differences
- Use modern office equipment and related software applications to perform work activities

## **ENVIRONMENTAL & FUNCTIONAL FACTORS**

The incumbent in this class is generally expected to work in an office setting, potentially under volatile conditions. The incumbent completes work either alone or closely with others. The incumbent is required to communicate verbally with coworkers, community leaders, and clients both in person and on the phone, and occasionally responds to stressful situations in a calm, professional manner. The position may be required to work in a locked facility and may require interaction with hostile and/or aggressive individuals suspected of committing and convicted of violent crimes. The incumbent is required to travel independently to meet with Department personnel and/or inmates at the County detention facilities, attend meetings with community organizations, etc. The incumbent may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

## **MEDICAL CLASS**

This class includes administrative or clerical positions requiring light physical effort, which may include frequent lifting, carrying, pushing, pulling, and moving of objects up to ten (10) pounds and occasional lifting of up to twenty-five (25) pounds. Positions perform mostly sedentary office work and may sit for extended periods of time; may require the ability to stand, bend, stoop, and/or squat occasionally. The ability to place or retrieve items at below waist level may be required. Additionally, the positions require manual dexterity, visual acuity, depth perception, and eye-hand coordination to use a variety of office equipment, prepare and analyze data and figures, transcribe, view computer terminals, read, and operate a motor vehicle.

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