

COMMUNITY OUTREACH COORDINATOR

Basic Purpose:

Positions in this job are responsible for planning and organizing operations that serve as a resource for community stakeholders regarding individuals in the custody or under the supervision of the Oklahoma Department of Corrections. This position will assist victims of crime and their families with information requests. This position will also assist families affected by incarceration as they interface with the department. This position forms professional level work and may supervise and coordinate with staff that provides services to the inmate/offender population.

Typical Functions:

- Plans, organizes, and/or directs the department's Community Outreach Unit, the scope of which involves program development, coordination and implementation.
- Engages in community outreach to facilitate understanding of Oklahoma Department of Corrections processes involving inmates and offenders supervised in the community.
- Interprets and advises the general public on departmental rules and procedures governing the management of inmates and supervision of offenders.
- Manages, monitors, and evaluates the Community Outreach Unit; prepares administrative documents pertaining to the department program or activity; prepares management information reports.
- Determines resource requirements and priorities for the Community Outreach Unit; establishes timetables for accomplishing unit initiatives; develops, evaluates, and implements policies, rules, and regulations consistent with state and federal laws pertaining to the administration of assigned unit; develops contract or grant proposals.
- Provides supervision to professional and volunteer staff in implementing programs in accordance with department policies and goals; provides training and guidance to department employees and managers for the assigned program(s).
- Coordinates with other state agencies in the implementation of the Victim/Offender Dialogue and for ensuring required programming and is completed by offenders prior to authorizing a requested Dialogue.

Oklahoma Department of Corrections
Unclassified Job Descriptor

COMMUNITY OUTREACH COORDINATOR

- Responsible for selection and implementation of cognitive-based intervention programs involving the impact of crime on victims.

Knowledge, Skills, and Abilities:

Knowledge of principles and practices of program development and implementation, of problem-solving and conflict resolution, of the principles and practices of administration and management. Knowledge of, and skill in, the use and application of appropriate information technology. Ability to plan, direct, coordinate, motivate and evaluate the activities of others; Ability to communicate effectively both orally and in writing; to establish and maintain effective working relationships, to organize and conduct several projects simultaneously; and to analyze complex situations and adopt an appropriate course of action.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and three (3) years professional experience, or an equivalent combination of education and experience.

Preferred Qualifications: Bachelor's degree and four (4) years of professional experience.