

Oklahoma Department of Corrections
Unclassified Job Descriptor

Transition Coordinator

Basic Purpose:

Positions in this job are assigned responsibilities related to facilitating re-entry services for offenders discharged from incarceration by the department

Typical Functions:

- Coordinates the development of the individual offender's transition team, which requires collaboration with other state and local entities in various locations.
- Assesses employment, educational, social, and living skills necessary to function within a community, and develops an individual re-entry plan based on those assessments.
- Maintains statewide oversight of many offender transition teams to ensure appropriate progress with re-entry plans.
- Coordinates the activities of the transition team to ensure support services are established and offenders receive assistance in obtaining and maintaining safe, affordable housing, reliable transportation, medical care, and participate leisure-time activities.
- Conducts training for transition team facilitators in the development of strength based plans for the purpose of re-entry, and acts as a resource for the teams and their facilitators.
- Acts as a liaison with team facilitators and department staff.
- Prepares reports and maintains statistical information regarding re-entry activities.

Knowledge, Skills, and Abilities:

Knowledge of case assessment methods, principles, and techniques; of team development, group dynamics and strength based planning. Ability to exercise time management in evaluating re-entry situations; to exercise good judgment in making decisions; to present ideas and facts effectively and accurately; to establish and maintain effective working relationships with internal and external entities; to work cooperatively and effectively with other persons in a team situation; and to communicate effectively both orally and in writing.

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Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: A bachelor's Degree in psychology, sociology, social work, criminology, counseling, education, criminal justice administration, or related field and four (4) years of professional level correctional experience or an equivalent combination of education and experience.