

Dismas House of Saint Louis Job Description

Job Title: Residential Reentry Specialist

Supervisor: Associate Program Director

Job Overview

This position is responsible for conducting drug testing, handling subsistence payments, updating case status, and conducting and completing home and employment visits for residents of the Dismas House of Saint Louis Residential Reentry Center. The core position focus is to ensure residents maintain compliance within the drug testing and subsistence program.

Responsibilities and Duties

- Performs urine toxicology specimen retrieval following program procedures including strict adherence to protocols for testing
- Supervises and collects urine samples and saliva samples using strict adherence to the chain of custody protocol
- Implements formal or informal disciplinary action for rule violations according to procedure
- Ensures client's compliance with program by conducting drug screenings.
- Documents failure to appear, inability to provide collection for testing, and failure to comply with program requirements
- Ensures all payments are properly recorded. Follows protocol if the client is unable to make payment
- Collects, records, and maintain subsistence payments based on program requirements
- Reports compliance with paying subsistence and take proper disciplinary action for noncompliance
- Receives and documents records concerning subsistence reductions or waivers
- Collects residents' pay stubs to ensure resident maintains employment and worked the number of hours for which they have been signed out.
- Verifies residents' employment and home location to ensure locations are meeting standards, as required by contract
- Completes and documents client on-site home and work visits in accordance with the program policy
- Performs related duties as assigned

Qualifications

- High school diploma or equivalent; relevant experience or knowledge, skills, and ability equivalent; Drug testing and collecting experience is preferred; An Associate degree in criminal justice, social service or human services is preferred; Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered
- Must be detail orientation, organization, being able to work without supervision, good communication skills, and computer competences

Dismas House of Saint Louis
Job Description

Residential Reentry Specialist Job Description (Continued)

- Physically able to reach, stretch, bend, and walk during daily routine, with the ability to stand for long lengths of time
- Ability to work with computers and the applicable software typically used by the facility
- Must be able to follow rules and regulations and compliance tasks as outlined in the Federal Bureau of Prison’s Statement of Work

Certifications and License

- Valid driver's license and appropriate liability insurance preferred. Positions in this classification may be required to travel and work at multiple sites on a regular basis
- First Aid / CPR / AED certification completed within probationary period and maintained throughout employment

-
- The above statements are intended to describe the general work tasks expected from the individual assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities as needed.
 - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - This position requires approval from the Federal Bureau of Prisons (BOP). The BOP will conduct a NCIC check as part of their vetting process. All personnel may be required to perform duties outside of their normal responsibilities as needed.

(Residential Reentry Specialist)

Employee Signature

_____/_____/_____
mm dd yy

Employee Name