



Peaceprints™ of WNY  
660 Smith Street; Buffalo, NY 14210; (716)856-6131  
www.PeaceprintsWNY.org; info@PeaceprintsWNY.org

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<b>JOB TITLE:</b>	Transition Coordinator
<b>DEPARTMENT:</b>	
<b>REPORTS TO:</b>	Project Director
<b>FLSA CLASSIFICATION:</b>	Professional
<b>EFFECTIVE DATE:</b>	

**Position Summary:** The Transition Coordinator will have significant responsibility for the implementation of reentry programming and will work closely with clients enrolled in the program. The Transition Coordinator will provide wrap-around services to support clients who experience barriers because of a criminal history. This includes administering risk and needs assessments, assisting clients with job training and job search, legal advocacy, housing assistance, navigating community supervision, accessing public benefits, and other case management needs. The Transition Coordinator will work closely with the entire team to empower clients of the program to have the skills and confidence to thrive as active participants in the community.

### **Essential Functions:**

- Transition Coordinators have the vision and passion to support the development, implementation, and growth of all aspects of the Reentry Program.
- Provide the following services for clients of the Reentry Program:
  - Conduct in reach to recruit clients who are eligible and in need of reentry services.
  - Provide direct services to clients through regular case management meetings.
  - Assess clients' needs, situations, personal strengths and support networks to determine their goals. Develop plans to increase clients' well-being, productivity and stability.
  - Help clients navigate the challenges that come with having a criminal background: possible homelessness, unemployment, employment and housing discrimination, domestic abuse, recovery, family issues, probation issues, and legal difficulties.
  - Research and refer clients to community resources, such as occupational training, public benefits, healthcare, mental health services, support groups, etc.
  - Follow up with clients to ensure that their situations have improved.
  - Monitor and track milestones in client participation, such as employment acquisition, completion of certificates, increased wages, and avoiding recidivism.
  - Ensure data quality, accuracy of client files and records, complete paperwork and comprehensive outcomes tracking in the areas of housing, case management, goal setting and client progress, program intake and exit, meetings, support groups, referrals and other related activities and client interactions for internal and external purposes including: coordination of services, program impact evaluation, billing, grant tracking, compliance and legal considerations.
- Manage relationships with grant funders supporting the Reentry Program including but not limited to the City of Buffalo and the Erie County Reentry Council. Comply with eligibility and reporting requirements for the various funding streams for reentry programming.
- Provide support to other direct service staff and/or programs based on expertise or background.
- Ensure safety and security of clients, staff and volunteers. Ensure that all red flag incidents or concerns related to program clients are reported to the appropriate authority as well as the Director immediately and that the incident or concern is properly documented.
- Ensure that all clients are treated fairly and with respect and that programs maintain an environment that is inclusive and safe for all people.
- Build partnerships with and serve as liaison to other community programs, employers, collaborative groups and government agencies relevant reentering citizens.



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- Actively engage and energize staff members, volunteers, board members, committees, partnering organizations, donors, and grant funders.
- All other duties as assigned.

### **Education and Experience:**

- Minimum of a B.A. degree. B.S.W/M.S.W degrees preferred.
- At least two years' experience working in a program or organization serving high-risk individuals.
- Interest in the social justice, legal advocacy, prisoner reentry, and/or Fair Chance Hiring.
- Experience with individuals and groups related to case management, therapy, or counseling.

### **Knowledge, Skills and Abilities:**

- Unwavering commitment to quality programs and data-driven program evaluation.
- Strong written and verbal communication skills; the ideal candidate will be a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Must possess a valid driver's license and vehicle to use in performance of job. Position requires some travel within the City of Buffalo.
- Must be able to pass criminal background and child and adult maltreatment screens and a preemployment drug screen.

### **Physical Requirements**

The physical demands 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.

- Work time may be evenly split between office settings or outside meetings. Limited local travel is required. Light physical effort in an office environment
- Frequent computer use
- Primarily sedentary work with occasional bending and reaching
- Maintain a high energy level, comfortable performing multi-faceted projects in conjunction with day-to-day activities
- Regularly required to speak clearly and hear the spoken word as well
- Regularly required to read and write clearly

*I have reviewed and understand the job description and believe it to be accurate and complete. I understand that the organization retains the right to change the Job Description as they deem necessary. I will follow and adhere to my Job Description to the best of my ability.*

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Employee Signature

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Date