HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Director of Vocational Programs and Re-Entry Services

Job Code: U8805
Pay Grade: UI
Pay Scale: $90,410.17-$135,615.26 Annually
Exempt: Yes

OVERVIEW

Plan, direct, and manage functional areas (e.g., vocational training, re-entry services), and direct reports (e.g., case managers, office assistant II) within the Vocational Programs and Re-Entry Services Sector of the Sheriff's Office.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Oversee the vocational training programs, re-entry services, clerical support, and personnel assigned to those programs.
- Monitor quality and quantity of staff production through observation of work, review of reports and/or records, and periodic conferences.
- Coach and mentor staff, provide opportunities for growth through work assignments and training, and evaluate performance recommending and issuing corrective action as needed, including termination.
- Research, plan, and implement new vocational training programs.
- Research the availability of inmate program funding and write applicable grant applications.
- Research social services and oversee case management activities of the re-entry program.
- Maintain liaison with community agencies involved in inmate programs.
- Identify and implement activities that contribute to the community.
- Prepare monthly statistical reports documenting applicable program activities.
- Attend departmental general staff meetings.
- Attend Jail Inmate Canteen Fund Committee meetings.
- Coordinate inmate graduations.
- Assist in providing area guidance on adherence to civil rights laws; train personnel on civil rights nondiscrimination policies; and maintain oversight of nondiscriminatory practices in area services, programs, and activities.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Extensive knowledge of the theories, techniques, and methods of social services program delivery and administration and case management procedures.
- Extensive knowledge of federal, state, county, and community social service programs, eligibility requirements, application procedures, and other relevant program policies.
- Extensive knowledge of quality control procedures, methods, and techniques.
- Considerable knowledge of management principles and practices.
- Considerable knowledge of funding sources and associated requirements and regulations.
- Considerable knowledge of procedures related to public grant administration.
- Ability to collect, organize, and evaluate data to develop logical conclusions.
- Ability to research, organize, analyze, and evaluate information to develop logical

conclusions and accurately present program-related data, reporting, and recommendations.
- Ability to analyze complex documents.
- Ability to establish program objectives and strategies for a functional or operational area.
- Ability to develop effective work procedures and standards.
- Ability to plan, organize, evaluate, and supervise the work of others.
- Ability to work effectively with others.
- Ability to communicate effectively, both orally and in writing.
- Ability to use a computer and related software.

SKILLS

- Career Development Planning
- Employee Management
- New Program Development
- Program Implementation
- Strategic Planning

WORKING CONDITIONS

- Work in and around a detention or correctional environment, with occasional inmate contact.
- May have occasional exposure to explicit or disturbing behavior.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- May be required to visit subordinate job sites to visually monitor work/working conditions.
- May work day or night shifts and non-standard hours/days including weekends and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Ten years of social services program or case management experience interviewing clients, assessing client's needs and eligibility, or counseling clients.

OR

- A bachelor’s degree from an accredited institution of higher education.
- Eight years of social services program experience interviewing clients, assessing client's needs and eligibility, or counseling clients.

OR

- A master's degree from an accredited institution of higher education with a major in a social work field.
- Seven years of social services program experience interviewing clients, assessing client's needs and eligibility, or counseling clients.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.

- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.