



## COOK COUNTY, ILLINOIS

### Re-Entry Services Manager Opportunity in Chicago

The Cook County Justice Advisory Council is seeking a Re-Entry Services Manager to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

Under the direction of the Deputy Director, the Re-entry Services Manager ensures the Justice Advisory Council (JAC) contributes to the local and state-level array of support and services available for individuals returning to the community from periods of incarceration at high-risk of incarceration and continued involvement with law enforcement and criminal legal system. Develops and amends policy and strategy for timely service delivery for returning residents into communities and family life. Ensures the JAC is equipped with a program to improve the quality of life after an individual has been released from the Justice System. Writes, drafts, and implements policies related to Re-entry Service delivery programs and contributes to functions related to improving operations and responding to the department's initiatives. Provides data to assist with drafting and approving policies related to removing barriers regarding housing placements, community outreach, and well-being programs for impacted individuals. Leads Re-entry Specialists tasked with helping coordinate service delivery to returning residents. Assists in conducting research regarding programs within Cook County and advises the Deputy Director on innovative programs to provide continued support for released individuals under the Justice System.

#### **How do I apply?**

Please submit a Cover letter and Resume to [Shakmanexemptapplications@cookcountyil.gov](mailto:Shakmanexemptapplications@cookcountyil.gov).

#### **When are Resumes due?**

Until Filled.

#### **SNAPSHOT OF COOK COUNTY:**

- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.

- Health Care – Cook County established the nation’s first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.
- Technology – Cook County’s Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.
- Courts – Cook County oversees one of the nation’s largest unified criminal and civil justice system and administers the largest single jail site in the country.
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

**Location:**

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping!

In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorist, and bicycle share rentals and local bike lanes for bicyclist.

**Benefits:**

Cook County employees have access to a variety of benefits, including:

- Medical and Pharmacy Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts – Health Care and Dependent Care
- Life Insurance – Group Term and Supplemental Life
- Commuter Benefits
- Pre-paid Legal Services
- Retirement Benefits
- Competitive Base Pay

**Post Offer testing:**

**This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.**

**PURSUANT TO EXECUTIVE ORDER 2021-1 AND COOK COUNTY’S MANDATORY COVID-19 VACCINATION POLICY, THE SELECTED CANDIDATE WILL BE REQUIRED TO EITHER SUBMIT PROOF OF FULL VACCINATION OR A REQUEST FOR REASONABLE ACCOMMODATION PRIOR TO THE START OF EMPLOYMENT. PLEASE CLICK THE FOLLOWING HYPERLINKS FOR THE FULL TEXT OF EXECUTIVE ORDER 2021-1 AND THE COOK COUNTY MANDATORY COVID-19 VACCINATION POLICY.**

[EXECUTIVE ORDER 2021-1](#)

Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman exempt position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.

# COUNTY OF COOK



**Bureau of Human Resources**  
118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 9477  
Job Title: Re-entry Services Manager  
Salary Grade: 21  
Bureau: Office of The President  
Department: Justice Advisory Council  
Dept. Budget No. 1205  
Position I.D. 0125853  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Under the direction of the Deputy Director, the Re-entry Services Manager ensures the Justice Advisory Council (JAC) contributes to the local and state-level array of support and services available for individuals returning to the community from periods of incarceration at high-risk of incarceration and continued involvement with law enforcement and criminal legal system. Develops and amends policy and strategy for timely service delivery for returning residents into communities and family life. Ensures the JAC is equipped with a program to improve the quality of life after an individual has been released from the Justice System. Writes, drafts, and implements policies related to Re-entry Service delivery programs and contributes to functions related to improving operations and responding to the department's initiatives. Provides data to assist with drafting and approving policies related to removing barriers regarding housing placements, community outreach, and well-being programs for impacted individuals. Leads Re-entry Specialists tasked with helping coordinate service delivery to returning residents. Assists in conducting research regarding programs within Cook County and advises the Deputy Director on innovative programs to provide continued support for released individuals under the Justice System.

### **Key Responsibilities and Duties**

Manages and provides guidance to the Re-entry Services team as they work with local, state, and federal resources in a breadth of community-based re-entry activities and services, in ensuring consistent quality service provision for returning residents.

Collaborates with Illinois' public safety agency staff and community partners to connect justice involved individuals to services coordinated by Justice Advisory Council.

Aligns with the Administration's agenda, develops policy, legislature, and strategic recommendations to external governing bodies, such as State and local municipalities, and direct service providers, based upon continuous learning and feedback from Specialists engaging directly with re-entry programs.

Manages multiple Re-entry projects/programs simultaneously and supervises activities of staff and participants accordingly.

Monitors all escalations raised by the Re-entry Specialists team for proper follow ups and action plans to mitigate risk.

Oversees compliance with all state and local regulations regarding reentry initiatives.

Plans, leads, and manages community outreach in conjunction with our Community Engagement Coordinator.

Guides the Re-entry Services team in the implementation and education of training and orientation of staff.

Liaises with Cook County government agencies and ensures the team is educated with departmental policies and regulations as they relate to the services provided.

Ensures polices drafted are communicated to all stakeholders in an effective and timely manner.

Designs, implements, and modifies models resulting in an effective Re-entry system from sentencing to successful, sustainable transition to the community.

Reviews programs and assignments to ensure regulations and policies are achieved.

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

Knowledge of the adult justice programs, services and staff required to administer these programs.

Knowledge of needs, concerns and issues facing adults in the justice system.

Skill in verbal and written communications including the ability to document requirements, project plans, project statuses, and issues to conduct meetings including formal presentations to sponsors, stakeholders, and project teams.

Ability to provide timely feedback on work products and delegates tasks to enable employee ownership.

Ability to motivate and inspire others committed to excellence in Re-entry programs which enables a collaborative and teaming culture.

Ability to have interpersonal skills, including the ability to communicate and socialize with people of diverse backgrounds and facilitate conflict resolution.

Ability to plan, lead, organize, and control the work performed by the organization related to implementation of Re-entry initiatives.

Ability to work with others; excellent interpersonal skills in dealing with numerous individuals from various agencies.

**Minimum Qualification**

Graduation from an accredited college or university with a bachelor's degree **PLUS** a minimum of three (3) years' supervisory experience in Psychology, Public Administration, Criminal Justice or Social Work **OR** an equivalent combination of professional work experience, training, and education.

**Preferred Qualifications**

Graduation from an accredited college or university with a master's degree in Psychology; Public Administration; Criminal Justice; or Social Work.

Five (5) or more years' experience in the areas of Psychology, Public Administration, Criminal Justice or Social Work.

**Physical Requirements**

**Sedentary Work**

Sedentary Work involves exerting up to ten (10) pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**