

POSITION DESCRIPTION

POSITION TITLE: <u>Re-Entry Employment Specialist</u>	
WORKSTATION: <u>Umatilla County</u>	STARTING SALARY: <u>\$24.95-31.98 Hourly</u>
PART-TIME: <u>32 hours per week</u>	LOCATIONS: <u>Two Rivers Correctional Institution Eastern Oregon Correctional Institution</u>
GENERAL DESCRIPTION: The Re-Entry Employment Specialist plays a key role in the Pathway Home Re-Entry Program, connecting Adults in Custody (AICs) and returning citizens with career development, training, and employment opportunities. This position works both inside correctional facilities and in community-based settings to ensure seamless service transition before and after release.	

ESSENTIAL DUTIES

IN-FACILITY SERVICES (PRE-RELEASE)

- Serve as the primary Employment Specialist for the Pathway Home program at Two Rivers Correctional Institution (TRCI) and Eastern Oregon Correctional Institution (EOCI).
- Serve as the secondary/backup Employment Specialist for the Pathway Home program at Powder River Correctional Institution (PRCI) and Snake River Correctional Institution (SRCI).
- Coordinate with the Oregon State Department of Corrections (DOC) and the WorkSource Oregon Re-Entry Team to align with the Road to Success program.
- Conduct individual assessments and develop Individual Employment Plans (IEPs).
- Facilitate job readiness workshops, resume and interview preparation.
- Maintain visibility in correctional facilities (minimum 20 hours weekly).
- Record and track services in iTrac per program standards.

COMMUNITY-BASED SERVICES (POST-RELEASE)

- Conduct follow-up within 72 hours of release to continue IEP implementation.
- Connect participants with employment, training, and support services such as housing and transportation.
- Build relationships with fair chance employers.
- Coordinate with partners to ensure seamless case transfers.

PROGRAM COORDINATION & REPORTING

- Maintain regular communication with EOWB, DOC, and other community partners.
- Participate in monthly WorkSource Oregon Re-Entry meetings.
- Prepare monthly activity reports and ensure accurate iTrac data entry.
- Uphold confidentiality and compliance with DOC and EOWB policies.

MINIMUM QUALIFICATIONS

- One year of experience in customer service.
- Strong understanding of re-entry challenges and local resources.
- Excellent communication and documentation skills.
- Proficient in Microsoft Office and virtual meeting tools.
- Ability to pass background checks and hold a valid driver's license.

- Have a valid Oregon Driver's License and insurable driving record.
- Must be willing to use personal vehicle for regional travel (mileage reimbursement provided).

PREFERRED QUALIFICATIONS

- Experience in case management or workforce development.
- Experience working with justice-involved populations.
- Familiarity with WIOA and WorkSource Oregon systems.
- Experienced with iTrac case management system.
- Training in trauma-informed care or motivational interviewing.

WORK ENVIRONMENT

Work is divided between WorkSource Oregon centers, correctional facilities, and community sites. Requires regional travel, ability to sit or stand for extended periods, and lift up to 25 lbs.

JOB RELATIONSHIPS

- Reports to: Program Manager

PROBATIONARY PERIOD

- Employment by EOWB is subject to a probationary period of one year, during which time the employee will be required to demonstrate their suitability for the position in which they are employed.

BENEFITS

- EOWB observes all Oregon state holidays, offers employee medical, individual retirement account contributions, and paid time off.

TO APPLY

- Email a résumé and cover letter to info@eowb.org. Résumés and cover letters will be reviewed as they are received. This position will be open until filled.

EOWB is an equal opportunity employer/program. Auxiliary aids and services are available upon request.
TTY (541) 962-0693

The Eastern Oregon Workforce Board (EOWB) is a non-profit 501(c)(3) corporation that serves as eastern Oregon's local workforce development board serving Baker, Grant, Harney, Malheur, Morrow, Umatilla, Union, and Wallowa counties. The office is in La Grande, Oregon. The majority of EOWB's funding comes from the federal Workforce Innovation and Opportunity Act (WIOA) funding and state funding through the Higher Education Coordinating Commission (HECC). All positions are dependent on continued funding.

EOWB reserves the right to modify, interpret, or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will." These job requirements may be subject to change to reasonably accommodate qualified disabled individuals.