Discharge Coordinator

The Allegheny County Jail has reorganized the discharge process and established the Discharge Office so that inmates are released in an organized way and with the clothing, medication, transportation, housing and support that they need to reenter society successfully. The Discharge Coordinator will be responsible for implementing this discharge process, as well as be involved in the ongoing operation and improvement of discharge from the Allegheny County Jail. Additional responsibilities will include:

* Assisting with communicating the discharge process with jail staff and assisting the Captain in documenting the discharge process.
* Organizing the information required for discharge.
* Organizing the materials required for discharge, including the discharge checklist, the computer programs, the internal and external lists of telephone and email contacts.
* Participating in evaluations of the discharge office.
* Preparing reports to the Captain on the short and long term measures of success and makes recommendations for changes in strategy or policy.
* Tracking resources, such as bus tickets, clothing and medications.
* Collaborating with community groups and family members in assisting with release.

Bachelor's degree from an accredited college/university, plus 3 years experience working in a criminal justice agency. Ability to plan, organize and participate in cross systems activities, along with excellent interpersonal skills and group facilitation skills and the consistent demonstration of respect for others are key skills needed for this position. Also, an understanding of the Jail and community agency resources, along with the ability to use Microsoft Office and Excel, as well as learning the County Computer systems are important.

*This is a full-time position working Monday through Friday from 12:30 p.m. - 8:30 p.m.*

Interested candidates should submit resume and cover letter stating position title and referral source to:

Great Lakes Behavioral Research Institute
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