

EL PASO COUNTY SHERIFF'S OFFICE VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Reintegration & Recovery Volunteer

SUMMARY OF FUNCTIONS: Contribute to the success of the El Paso County Sheriff's Office therapeutic treatment program, Reintegration & Recovery (R&R). Volunteers will perform a variety of functions designed to assist inmates from recidivating back into the criminal justice system.

<u>ESSENTIAL JOB FUNCTIONS:</u>	<u>FREQUENCY</u>
1. Meet with participants of the Reintegration & Recovery program to provide discharge services.	Occasional
2. Follow up with clients post release to provide resource assistance.	Occasional
3. Contact community resource providers to learn about program participation and available resources for clients releasing from the El Paso County Jail.	Occasional
4. Data collection for research and statistics.	Occasional
5. Opportunity to provide various classes to inmates in the Reintegration & Recovery treatment program.	Occasional
6. Perform various office duties.	Occasional

OTHER JOB FUNCTIONS:

Other duties as assigned.

QUALIFICATIONS:

- Minimum age of 18
- Must possess the ability to exercise discretion and maintain high levels of confidentiality
- Ability to accurately and efficiently complete paperwork, reports and documentation
- Must successfully pass background investigation and computerized voice stress analysis examination

LICENSES OR CERTIFICATES REQUIRED:

NA

ORGANIZATIONAL RELATIONSHIPS:

Reports to: R&R Director or designee

Supervises: None

WORKING CONDITIONS:

Work is primarily performed in an office environment or in an inmate housing ward at the El Paso County Jail. May encounter some hazards to personal safety through contact with potentially violent inmates.