

TRICOR OFFENDER SERVICES COORDINATOR

Morgan County Correctional Complex

Salary \$35,444 - \$54,331 Annually

Job Class: Non-preferred

Location: Wartburg, TN



Position Location:

**TRICOR Call Center
Morgan County
Correctional Complex
541 Wayne Cotton Morgan Drive
Wartburg, Tennessee 37887-2000**

To apply send resume/application
and salary requirements via email to:

TRICOR.HumanResources@tn.gov

Or by mail to:

**TRICOR
6185 Cockrill Bend Circle
Nashville, TN 37209**

For more information contact:
**Nikki Turner
615.741.1779**



*All State of Tennessee facilities
are smoke free environments.
The State of Tennessee is an
equal opportunity, equal access,
affirmative action employer.*

Job Description:

TRICOR is seeking an exceptional individual to support the activities of the Offender Programs Division. This position is responsible for performing all functions related to the offender workforce services during and after incarceration as it relates to entry into the TRICOR program, case management, educational opportunities and post release activities.

Primary Responsibilities:

- Recruit and pre-screen offenders to verify offender candidates on roster meet all of TRICOR's minimum requirements for participation in TRICOR are met
- Supervision and coaching of offenders in a worksite setting
- Work with operations to ensure open offender positions are filled in a timely manner with qualified participants
- Work with local Inmate Jobs Coordinator's (IJC's) to ensure roster is current and candidates meet our criteria
- Teach/Co-Teach all pre-post release offender training (Life Skills, T4C, Orientation, TOPS, Leisure and Recreation)
- Provides Pre and Post release case management
- Serve as the Local TREC Representative
- Update TOMIS and IPP database
- Provides all transitional support services to assigned offenders
- Provide monthly management reports for activities
- Establishes Individual Offender Development Plans
- Works with Employment Specialist to recruit and secure post release employment
- Establishes and maintains relationships with service providers to assist offenders with post release referrals/services (Job Fairs-TDOC and Community Based; Governmental Services (ID's, Food, etc.); Non-Profit Service Providers (Housing, Clothing, Transportation, etc.)
- Serves as a liaison to TDOC's Institutional Probation Parole Officer (IPPO) for Parole Assistance, and Reentry Specialist and Probation & Parole Officer for Reentry Support
- Establishes and maintains relationships with the TDOC IJC's and Classification Coordinators to strengthen the understanding of TRICOR's mission
- Must be able to pass a background check and drug screen.

Education and Experience:

- Bachelor's degree in Business or Social Services preferred
- Experience in Correctional and/or Reentry services preferred
- Offender Workforce Development Specialist (OWDS) experience is a plus
- 1-3 years supervisory experience is a plus

Key Competencies:

Time Management, Excellent Verbal & Written Communications, Customer Focus, Presentation Skills, Critical Thinking, Decisive, Cross Functionality, Life-Long Learner, Relationship Management and Results Oriented, Self-Starter

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State of Tennessee Benefits

Health Insurance	401K & Retirement Pension Plans
Dental Insurance	Textbook Reimbursement
Vision Insurance	Continuing Education Discounts
Incentive Plan (subject to plan criteria)	Employee Learning & Development
Flexible Spending Accounts	Life Insurance

For more information regarding health options you may visit:

<http://www.partnersforhealthtn.gov/>

For State of Tennessee pension plan:

<http://treasury.tn.gov/tcrs/PDFs/hybridplan.pdf>

For Deferred Compensation – 401K:

<http://treasury.tn.gov/dc/>

TRICOR exists to provide occupational and life skills training for Tennessee's incarcerated population through job training, program opportunities, and transitional services designed to assist Offenders with a successful reintegration into society. TRICOR operates multiple businesses ranging from data entry and printing to agriculture and manufacturing. TRICOR offers Tennessee's state, county and local government's quality goods and services and competitive pricing.

TRICOR transforms lives on a daily basis.

TRICOR designs programs to make an impact on the lives of offenders and prepare them for success after release.



TRICOR is committed to continuous performance improvement, which enhances the impact it has on the offender workforce by making them a critical part of a team driven by internationally-recognized high performance standards. To accomplish this, TRICOR uses the Malcolm Baldrige Framework and participates in the Tennessee Center of Performance Excellence (TNCPE) process. TNCPE, a non-profit organization dedicated to making Tennessee a better place to live and work through use of the national Baldrige Excellence Framework, has provided TRICOR with the tools and development necessary to move our organization toward best in class status. Our involvement has not only strengthened our business and program operations, but is providing our offender workforce the opportunity to work and develop their skills in an environment, which prepares them to achieve self-sufficiency once released from prison.