

Trumbull County Sheriff's Office

Job Title: Correctional Program Coordinator

Pay range: \$52,000-\$64,000

Supervisor: Major David Bobby

Division: Exempt

Closing date: June 27, 2025

Job Summary:

The **Trumbull County Sheriff's Office** is seeking a highly motivated, compassionate, and skilled **Correctional Program Manager** to join our correctional team. This individual will play a key role in supporting incarcerated individuals through assessment, planning, counseling, and reentry preparation. If you are driven by the desire to make a positive impact on the lives of others and have a background in social work, criminal justice, or a related field, we welcome your application.

This is a grant-funded position supported by a grant from the Ohio Attorney General's Office. Continued employment is contingent upon ongoing grant funding.

Essential duties and responsibilities:

- Conduct initial assessments and develop individualized treatment and reentry plans for incarcerated individuals.
- Collaborate with correctional staff and external agencies to provide continuity of care and support services.
- Serve as a liaison between inmates, probation/parole officers, treatment providers, legal representatives, and community organizations.
- Provide counseling, facilitate group sessions, and conduct educational or behavioral programs as needed.
- Monitor inmate progress, adjust case plans accordingly, and document all interactions in accordance with policy.
- Assist individuals with securing housing, employment, and necessary community resources upon release.
- Maintain accurate, confidential case files and ensure all documentation complies with local, state, and federal regulations.
- Participate in multidisciplinary team meetings and contribute to facility-wide rehabilitation strategies.

Qualifications & Skills

Required:

- Bachelor's degree in social work, Criminal Justice, Psychology, or a related field.
- Minimum of 2 years of professional experience in case management, corrections, or a related human services setting.
- Strong knowledge of local and regional resources available to justice-involved individuals.
- Excellent written and verbal communication skills.
- Strong organizational, problem-solving, and time-management abilities.
- Ability to maintain confidentiality and handle sensitive situations professionally.
- Proficient in using computers and case management software.
- Or evidence of alternative minimum requirement

Preferred:

- Master's degree in social work, Counseling, or a related field.
- Licensure in social work or counseling (e.g., LSW, LPC) is a plus.
- Prior experience working directly within a correctional facility.

Work Environment & Conditions

- This position is based at the **Trumbull County Jail** and requires interaction with incarcerated individuals in a secure facility.
- May include occasional evening hours or on-call responsibilities, depending on case needs.
- The role may involve standing, walking, or sitting for extended periods and requires emotional resilience and professional boundaries.

Grant Funding Notice

This position is funded through a grant provided by the **Ohio Attorney General's Office**. As such, employment is dependent upon the availability and continuation of grant funding.

Please apply by emailing your resume to:

David.bobby@co.trumbull.oh.us