

**EMPLOYMENT OPPORTUNITY  
FACT SHEET**

**AS A PARTNER WITH THE ARKANSAS DEPARTMENT OF WORKFORCE SERVICES, WE REPORT ALL APPLICANTS WHO FAIL TO KEEP THEIR SCHEDULED INTERVIEW OR FAIL TO REPORT FOR A SET START DATE. ONLY SERIOUS APPLICANTS NEED APPLY.**

**POSITION:** Reentry Education Specialist  
**LOCATION:** Malvern Office  
**HOURS:** 8:00am - 4:30pm FULL-TIME  
**APPLICATION DEADLINE:** Open Until Filled  
**DATE POSITION TO BE FILLED:** As Soon As Possible  
**SALARY:** \$ 15.79 per Hour

**JOB DUTIES:**

Assist parolee residents with enrollment in education programs, job placement, scheduling appointments, parole plans and integrate family involvement, social services and provide one on one support.

Assist in the goal setting process assisting in short/long term goals and realization of self-sufficiency and reentry into society.

Serve as liaison to develop, create and maintain community and agency resource guide of services for referrals ensuring residents are aware of other services available.

Review and monitor agency and/or program required forms and software to document all contacts, documenting goals and accomplishments of residents. Prepare weekly & monthly reports covering program and case management activities.

Coordinate public relations efforts and work with other community agencies to ensure that services are provided to residents.

Other duties as assigned

**EDUCATION REQUIREMENTS:** Bachelor's degree or equivalent or three to eight years of related experience and/or training; or equivalent combination of education, training, and experience. CDI graduate and/or Family Development Credential preferred.

**EXPERIENCE NEEDED:** Must have good computer and oral / written communication skills, be well-organized, have demonstrated time management /multi-tasking skills, able to work independently and manage a flexible schedule. Experience working with low income individuals and families in a goal-setting process a plus.

**OTHER REQUIREMENTS:** Pre-Employment Drug Screening and Criminal Background Check. Must frequently lift and/or move up to 10 lbs. and occasionally lift and/or move up to 40lbs.

**“EQUAL OPPORTUNITY EMPLOYER”**

Central Arkansas Development Council

To download Employment Application go to [www.cadc.com](http://www.cadc.com) or for more information call 501-315-1121