



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Ave, Burlington, VT 05401 Voice (802) 865-7145 Fax (802) 864-1777

Offender Reentry Program Specialist Community Justice Center

POSTING DATE: August 29, 2011

RATE OF PAY: \$20.57

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: September 13, 2011

POSITION STATUS: Limited Service FT

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for coordinating the City of Burlington Community Justice Center's non-employment related Offender Reentry Programming: Circles of Support & Accountability and Resource Navigation case direction.

Essential Job Functions:

- Monitor and manage all referrals to Offender Reentry Program, specifically for resource navigation and intensive volunteer support.
- Supervise Resource Navigator in their role to support returning offenders' needs that are secondary to employment.
- Supervise or co-supervise any interns serving with the program, this includes designing internship, monitoring their work and case-load and holding regularly scheduled check-ins.
- Coordinate Offender Reentry services with Offender Workforce Development Coordinator.
- Explore Circles of Support & Accountability Model to determine the best way to proceed with implementation of model in Burlington for high risk/high need offenders..
- Plan implementation of 4 COSAs including outlines for: meeting Department of Corrections' grant requirements, adhering to victim safety protocol and any expectations laid out by the City of Burlington.
- Recruit, screen, train and match COSA volunteers with appropriate offenders (core members)
- Conduct outreach to religious and civic organizations to promote the services and volunteer opportunities of the Offender Reentry Program (ORP)
- Conduct outreach to local and state Department of Corrections staff to ensure timely and appropriate referrals for the ORP
- Screen prospective participants in COSA program; specifically for criminogenic needs and risk, clear ties to Burlington and appropriateness for program.
- Meet with the prospective participants at the correctional facilities, explain program expectations and benefits, and secure signed Release of Information
- Plan and coordinate Reentry Case Conferences and Family Conferences when necessary.
- Staff weekly COSA meetings and when needed, debrief volunteers.
- Communicate regularly with the supervising Probation Officers of the participants
- Immediately reports any violations of conditions of reentry program participants to the supervising Probation Officer and CJC coordinator.
- Participate in regional collaborative meetings with other reentry coordinators.
- Maintain records of services and delivers evaluations and service reports in a timely fashion.
- Prepare news releases, brochures, and other materials to promote the program.
- File quarterly reports with CJC coordinator and when appropriate directly to granting agency.
- Research and draft grant applications in cooperation with CJC coordinator to continue funding for program.
- Act as an "Ambassador" for the City, carry out work and interact with co-workers and the public in respectful professional manner.

Qualifications/Basic Job Requirements

- Bachelor's degree and two years of experience, or six years of program management experience with a focus on restorative justice, community development, or related field.
- Preferred to have had experience with volunteerism (served as a volunteer, recruiting or managing volunteers, etc.)
- Believes in and values a restorative response to crime and conflict
- Is sensitive to community values regarding crime
- Explains information in a straightforward manner and varies language and communication style to meet the needs of the recipient
- Remains calm in the presence of strong emotions from others while creating an atmosphere for problem solving
- Is discreet and maintains confidentiality regarding people and situations
- Is non-judgmental and tolerant of diverse opinions and lifestyles
- Communicates skillfully on the phone, in person, and in writing and has strong group facilitation skills.
- Working knowledge of the criminal justice system.
- Ability to work with diverse coalitions, various organizational cultures state agencies, non-profit organizations, victim service providers, faith-based organizations, volunteers and families.
- High level of comfort working with serious and violent offenders and community members.
- Grant writing skills preferred.
- Ability to understand and demonstrate knowledge of community impact of crime and victim issues.
- Ability to deal effectively with a wide range of individuals and groups.
- Early evening availability a must and ability to work in a team environment, while also working independently as necessary:

The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services. Submit City of Burlington Application, cover letter and resume by September 13th to: Human Resources Department, 179 South Winooski Avenue, Burlington, Vermont 05401. Available in alternative formats for persons with disabilities. For disability access information, or to request an application, contact Human Resources at (802) 865-7145 or (802) 865-7142 (TTY)

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.