

# Orange | Restorative County | Justice Center

## **Transitional Housing and Re-Entry Coordinator Detailed Job Description**

### **Organizational Relationships**

**Reports to:** Re-Entry and Community Program Director

**Supervises:** Interns, as needed

### **Purpose of Position**

To effectively manage the intersection between the corrections system, mental health, substance use, and poverty, the Transition Housing Coordinator and Re-Entry Support will oversee direct service and case management that relates to the transitional housing program for people returning to our communities after incarceration, and assist with re-entry programming, including the Circles of Support and Accountability program and operate the License Reinstatement Program. This position works in close collaboration with the Re-Entry and Community Program Director and is supported by the Pre-Conviction Team Lead.

The overarching theme of the services offered by the Coordinator will be to offer a supportive, positive, and strengths-focused environment in which human connection and supportive guidance increases positive outcomes for program participants.

### **General Duties**

- As a full-time employee, coordinator should maintain a schedule of 40 hours per week, subject to pre-approved paid time off.
- Maintain scheduled office attendance, preferably during normal business hours Monday-Friday 8:30-4:30, unless out of office for meeting or other assigned duties and communicate clearly about plans for remote work. May alter hours with supervisor approval as needed to accommodate participant and program needs.
- Adheres to VT Department of Corrections (DOC) Work Rules and program policies, OCRJC Client Confidentiality, and Attorney General's Office NDA and Diversion Program policies and procedures as applicable.
- Secures and completes all required paperwork including timesheets, mileage reimbursement etc.
- As needed, provides quarterly statistics and assists in producing quarterly and annual Community Justice and Diversion statistics and ensures receipt of data by appropriate internal, DOC and AGO administrative staff.
- Attends statewide meetings of the VT DOC and Re-Entry Coordinator Meetings of the Community Justice Network at the request of the Program Director and AGO Court Diversion meetings as requested.

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- Attends staff meetings; participates in staff internal and external projects; participates in grant/fund development activities as requested; participates in program and agency trainings; and attends to other duties as assigned.
- Attends county stakeholder meetings, plays active role in coalition activities and initiatives as requested by Program Director.
- Attends and engages with Community Justice Center (CJC) committees as needed and as coordinator interest and expertise is relevant.

## **Program-Specific Duties**

The coordinator will oversee all aspects of the 5-bed transitional housing program in Randolph, VT, support re-entry programming, and operate the License Reinstatement Program including:

## **Participant Support**

- Support and hold accountable all participants in the TH Program, License Reinstatement Program, and CoSA participants as assigned.
- Coordinate referrals with Department of Corrections, the State's Attorney and partner programs.
- Follow program acceptance protocol for program participants and complete all paperwork necessary.
- Provide housing navigation program participants moving to step-up or permanent housing.
- Support participants in meeting their terms of Probation or Parole.
- Assist with transporting participants to crucial meetings and appointments as needed and in coordination with the Re-Entry Program Director.
- Develop community re-integration plans with participants based on needs and goals.
- Support participant in community integration, including but not limited to, accessing community and governmental resources, accessing and completing services related to mental health and substance misuse, finding employment, community service, developing pro-social activities and building relationships.
- Coordinate with the Circles of Support and Accountability program as needed.

## **Program Oversight**

- Develop, maintain and update program protocols, procedures, and training materials in coordination with Hartford Probation and Parole and in alignment with partner Community Justice Centers.
- Maintain participant records, case notes and documents.

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- Collect and maintain records of participant fees, as applicable, in accordance with OCRJC policies.
- Complete all data collection, including DOC database (OMS) reporting, grant and organizational reporting for Transitional Housing grants, Community Justice Center and AGO grants.
- Participate in monthly program meetings and statewide Re-Entry Program meetings.
- Attend weekly meetings with the Director of Reentry for program oversight.

## **Community Connections**

- Engage with community partners and stakeholders to support program participants.
- Develop connections with landlords in the county who will rent to participants leaving the transitional housing program and those exiting prison.
- Develop connections with local transportation options for TH and Re-entry participants.
- Participate in the Upper Valley Continuum of Care meetings and other regional housing meetings.

## **Operations**

- Maintain safe, clean and orderly apartments for program participants.
- Coordinate and maintain inventory of transitional housing supplies and donations.
- Conduct monthly apartment inspections in coordination with OCRJC ED or Program Director.
- Ensure security of all apartments, including monitoring security camera footage at least once a day.
- Prepare apartments for new participants and oversee the exit of existing participants.
- As needed, and in coordination with the ED and Director of Re-Entry, communicate with apartment landlords.
- Ensure communication and coordination with the Director of Re-Entry and ED when there is an emergency that is related to the building or program participants.

## **Volunteer Support**

- Assist in the development and coordination of the volunteer-based CoSA team for each participant.
- Facilitate CoSA meetings on a weekly basis
- Support volunteers in attending state and local trainings.

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- Support volunteers in problem solving personal boundaries, scheduling and participant concerns.

## **Desired Minimum Qualifications**

### **Education and Experience**

- Bachelor's degree (or equivalent) in, human services, social work, criminal justice or related field OR six years of experience in these fields.
- Minimum of two years experience (can include internships or volunteer work) working with complex adults; experience with trauma informed care, substance abuse, mental health, strongly preferred.
- Must have exceptional communication, organizational and systems management skills.

### **Necessary Knowledge, Skills and Abilities**

- Training in and sensitivity to: (1) formerly incarcerated adults 2) trauma and mental health issues 3) addiction and recovery 4) domestic and intimate partner violence 5) poverty and homelessness
- Strong interpersonal skills and ability to interview adults using Motivational Interviewing skills;
- Knowledge and understanding of racial injustice and oppression of marginalized communities, and the complex intersection of systemic racism and oppression with the criminal legal system.
- Patience, reliability, good judgment, respect for diversity, and excellent communication skills;
- Strong time management, record keeping and computer skills;
- Well-developed sense of professional and personal boundaries;

### **Other**

- Valid Driver's License and reliable transportation.
- Must pass required criminal background checks.

The position is 40-hours per week, Monday-Friday, with generous paid time off, benefits allowance and matching contribution to retirement savings plan. Some evenings required. Option for some remote work, however most hours will be spent in the office in Chelsea and Randolph.

Email Jessie Schmidt, [director@ocrjvt.org](mailto:director@ocrjvt.org), including:

- your experience providing adult case management,
- why you are interested in this position,
- three skills you'll bring to this work,

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- your resume,
- and one personal and two professional references.

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**Job Type:** Full-time

**Location:** Chelsea VT office (limited remote work available at discretion of director)

**Pay Range:** \$23.00 – \$25.00 per hour

**Expected hours:** 40 per week