

Big Bend Homeless Coalition

REFIRE OUTREACH/REENTRY SPECIALIST

Part-Time Non-Exempt

\$12-16 per hour DOE

POSITION SUMMARY: The role of the REfire Outreach/Reentry Specialist is to synthesize and utilize agency and community resources with the goal of offering current students and graduates the opportunity to achieve lasting success post-incarceration and to avoid recidivism. The Outreach/Reentry Specialist promotes students' achievement of certification and course completion by directly assisting with job placement. In addition, the Outreach/Reentry Specialist addresses individual needs for transportation, employment, medical/mental health/recovery issues and assists students through the application process for available resources. The Outreach/Reentry Specialist works cooperatively with other community agencies to find additional resources for students and graduates and serve as advocates against systemic barriers to employment.

QUALIFICATIONS:

- 2 years Experience in Social Work, human services or other helping profession
- 2 years Experience with criminal justice system preferred
- Commitment to the mission and values of the Big Bend Homeless Coalition.
- Commitment to fostering professional working relationships with colleagues, clients and volunteers.
- First Aid and CPR certifications, including Heimlich maneuver (within 30 days of hire).

DUTIES & RESPONSIBILITIES:

- Works with program director to screen applications, schedule interviews and follow up with potential students
- Assists current students with job placement
- Conducts assessments and addresses individual needs of the students for housing, employment, education, transportation, and medical/mental health/recovery services
- Provides referrals for needed assistance
- Maintain all records according to established standards
- Follows up with graduates at specified intervals to assist with any new or ongoing issues
- Works with current and potential employers for graduate placement
- Works with CareerSource Capital Region and other partner agencies to ensure student success
- All other duties as assigned.

SUPERVISED BY: REfire Program Director

SKILLS REQUIRED:

- Excellent interpersonal and customer service skills.
- Effective written and verbal communication skills.
- Strong computer literacy skills (Microsoft Word, Office, Excel and Internet).
- Ability to manage crisis situations.
- Ability to analyze data and create written reports with accuracy and brevity
- Knowledge of community resources and ability to foster working relationships with colleagues and community agencies

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Transportation and valid Florida driver's license.
- Ability to successfully pass criminal background screening and drug testing

- Works in typical office setting.
- Must be available for occasional travel for trainings and meetings
- May require on call work
- Physically able to work in a fast-paced multitasked environment.
- Must be able to lift up to 35 pounds.

This position description does not list all the duties and responsibilities of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. Management has the right to revise this position description at any time.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____