



## *Job Announcement for Employ Milwaukee*

	<b>Date Posted: February 12, 2018</b> <b>Closing Date: Open Until Filled</b>
<b>Position Title:</b>	<b>Reentry Case Manager</b>
<b>Starting Salary Range:</b>	\$41,579.20 - \$51,979.20 (Level 211)
<b>Minimum Education:</b>	Bachelor's Degree in Social Science, Criminal Justice, Education, Business Management, Business or Public Administration or related field
<b>Minimum Experience:</b>	A minimum of 4 years work experience in job training or workforce development, corrections, grant management, staff supervision or other management activities. An equivalent combination of related training and experience will be considered. Experience with civic affairs, community groups, governmental and community agencies. Experience supporting, empowering and managing individuals. Must be willing to work with the jail/prison population, have a valid driver's license and have reliable transportation. Must pass a background check.
<b>Minimum Knowledge, Skills &amp; Abilities:</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively under pressure of deadlines, and within budget constraints.</li> <li>• Ability to work in a team environment, while also working independently.</li> <li>• Demonstrated capacity to handle multiple tasks, projects and meet deadlines</li> <li>• Excellent public relations, community organizing, negotiation, mediation, conflict management and meeting facilitation skills.</li> <li>• Knowledge of evidenced-based practices and case management techniques, including interviewing techniques such as motivational interviewing.</li> <li>• Knowledge of Milwaukee-based community resources serving offenders returning from incarceration.</li> <li>• Demonstrated ability to maintain confidentiality with sensitive information.</li> <li>• Demonstrate ability to inspire community participation and build coalitions.</li> <li>• Computer literacy in word processing, email, internet, database entry, and spreadsheets.</li> <li>• Must have strong administrative and organizational skills including management, and grant administration and reporting.</li> <li>• Demonstrate excellent verbal and written communication skills.</li> <li>• Ability to develop strong relationships with diverse groups of citizens, who may have conflicting interests and opinions.</li> </ul>
<b>Job Duties:</b>	<ul style="list-style-type: none"> <li>• Works directly with high-risk program participants, housed at the HOC, and local service providers to screen for eligibility and plan for reintegration from incarceration into the community.</li> <li>• Works directly with program participants in the community to meet training/employment needs.</li> <li>• Provides case management services for an estimated 60 participants.</li> <li>• Responsible for initial development of the individual service plan (ISP). The ISP will include local labor market information to link employment and follow up services.</li> <li>• Conduct criminogenic risk and needs assessments and enroll offenders in the appropriate categories based on the appropriate level of support needed.</li> <li>• Coordinate community-based referrals as needed for participants.</li> <li>• Attend program and agency-related meetings and conferences.</li> <li>• Regularly document case activities and services provided to offenders using electronic database.</li> </ul>

<b>Job Duties (cont.):</b>	<ul style="list-style-type: none"><li>• Ensure individual participant case planning encompasses key partners, support and services including access to the workforce development system.</li><li>• Develops and facilitates a strategy for community education and awareness of Offender Reentry and barriers specific to this population.</li><li>• Facilitate cognitive behavioral programming to high-risk participants.</li><li>• Facilitate and participate as a member of the Milwaukee Reentry Network.</li><li>• Other duties as assigned to the project.</li></ul>
<b>Position Details:</b>	This is a full time exempt position that is eligible for Employ Milwaukee's Full Benefits package. This position has a scheduled end date of 12/31/2018 with a possibility of extension.
<b>To Apply:</b>	<p><b>Send cover letter and resume, stating the position you are applying for, to:</b></p> <p>HR Specialist Employ Milwaukee 2342 N. 27th Street Milwaukee, WI 53210 E-Mail: <a href="mailto:Michael.Martin@employmilwaukee.org">Michael.Martin@employmilwaukee.org</a></p>