



Job Announcement for Employ Milwaukee

	Date Posted: March 12, 2019 Closing Date: Open Until Filled
Position Title:	Workforce Specialist – Reentry Services
Starting Salary Range:	\$41,579.20 - \$51,979.20 (Level 211)
Minimum Education:	Bachelor's Degree in Social Science, Education, Public Policy, Law or related field
Minimum Experience:	One year of successful experience in job placement, employment counseling, or case management services to justice involved individuals. Experience with workshop or curriculum development is desirable. Experience with civic affairs, community groups, governmental (City, State and Federal) and community agencies. Experience supporting, empowering and managing individuals.
Job Summary:	The Workforce Specialist for Reentry Services works directly with medium and high-risk offenders, housed in correctional facilities and local service providers to plan for reintegration from incarceration into the community. Primary goals for the Workforce Specialist for Reentry Services are to work with offenders, of all risk categories in the community, to meet training and employment needs.
Minimum Knowledge, Skills & Abilities:	<ul style="list-style-type: none"> • Ability to work effectively under pressure of deadlines, and within budget constraints. • Ability to work in a team environment, while also working independently. • Demonstrated capacity to handle multiple tasks, projects and meet deadlines • Knowledge of Milwaukee base community resources serving the diverse populous of Milwaukee County. • Demonstrated ability to maintain confidentiality with sensitive information • Computer literacy in word processing, email, internet and spreadsheets. • Demonstrate excellent verbal and written communication skills. • Ability to develop strong relationships with diverse groups of citizens, who may have conflicting interests and opinions. • Counseling and coaching skills with the ability to work effectively in a range of diverse teams. • Case Management skills and abilities, including maintaining and updating client files, monitoring client progress, and data entry. • Ability to read and interpret documents such as program guidelines, procedure manuals, and government rules related to workforce development contract implementation.
Job Duties:	<ul style="list-style-type: none"> • Works directly with medium and high-risk offenders, housed in correctional facilities and local service providers to plan for reintegration from incarceration into the community. • Works directly with offenders of all risk categories in the community to meet training/employment needs • Works directly with institution social workers, probation/parole agents and CCEP staff to coordinate enrollment of offenders into the employment and training program. • Provides case management services for participants. • 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 to ensure a seamless integration with DCC field operations • Responsible for enrolling offenders in the appropriate categories based on the COMPAS risk assessment and the OWRA assessment according to the

Job Duties (cont.):	<p>Integrated Reentry Employment Strategies (IRES) model</p> <ul style="list-style-type: none"> • Coordinate referrals for remedial education and GED as needed for participants. • Responsible for organizing and managing the resource room in the CCEP office • Provides calendar of activities to be provided in the resource room to Division of Community Corrections (DCC) staff • Responsible for sharing the ISP will probation/parole agents and coordinating access to services of the workforce development system • Attends program and agency related meetings and conferences. • Create and manage electronic database that captures individual participant information • Regularly document case activities and services provided to offenders • Ensures individual participant case planning encompasses key partners, support and services. • Develops and facilitates a strategy for community education and awareness of Offender Reentry and barriers specific to this population. • Maintains relationships & contracts within network of local service providers. • Maintain contact with probation/parole agents regarding progress or concerns regarding offenders • Facilitate cognitive behavioral programming to high risk offenders • Facilitate and participate as a member of the Milwaukee Reentry Network, maintain records and related documents of the committee. • Manage and enter intake referrals into Department of Corrections and Employ Milwaukee databases • Responsible for organizing and managing the resource room in the CCEP office
To Apply:	<p>Send cover letter and resume, stating the position that you are applying for, to:</p> <p>Human Resources Employ Milwaukee 2342 N 27th Street Milwaukee, WI 53210 Fax: (414) 225-2575 E-Mail: hr@employmilwaukee.org</p>