**Reentry Specialist**

**Position Summary:**

**Reports to: Courtney Whittemore, Director of Reentry Services  
Hours: full-time, some evening hours required**

Come join a collaborative team as The Franklin Grand Isle Restorative Justice Center’s (FGIRJC) Reentry Specialist. The Reentry Specialist is responsible for the management of the Circle of Support and Accountability Program (COSA) and is a vital member of the Transitional Housing Team. The Reentry Specialist works with community volunteers and other reentry team staff to support high-risk, high-need offenders who have been released from prison to successfully re-enter the community through a restorative team approach. This position requires initiative, creativity, the ability to establish firm boundaries, and consistent follow-through. The Reentry Specialist will create and manage programs that build bridges between clients, families, and communities. The Reentry Specialist will also facilitate processes that provide opportunities for reentry clients to take responsibility, address harm, and build better lives for themselves and their families. This job requires a flexible schedule with some evening hours. This is a full-time salaried position starting at $44,000-$46,000/yr. dependent on experience and comes with a generous benefits package, growth opportunities, generous paid time off, and opportunities for ongoing training and professional development. FGIRJC offers a supportive, collaborative and inclusive work environment. Send cover letter, resume and 3 references by June 2, 2023 to Courtney Whittemore, Director of Reentry at [Courtney@fgirjc.org](mailto:Courtney@fgirjc.org)

For a complete job description please visit [www.fgirjc.org](http://www.fgirjc.org) and click on Get Involved- Employment, or <http://www/stalbansvt.com> and click on Employment Opportunities.

**Essential Functions:**

● Implement the COSA Program

* Monitor and manage all referrals to the COSA program, including monthly meetings with St Albans Probation and Parole to assess referral list.
* Meet with prospective COSA participants in different correctional facilities throughout the state and explain program expectations, benefits and conduct initial screening.
* Collaborate with community partners to raise awareness and knowledge of the COSA program.
* Recruit, manage, train and maintain COSA volunteers, to include provide ongoing support and training.
* Communicate regularly with the supervising Probation Officers of the COSA and TH participants.
* Develop and engage in prosocial activities with clients while providing ongoing support
* Maintain records of COSA services and collect data in a timely fashion.

● Reentry Services

* Screen and conduct all interviews for perspective residents of the Transitional Housing program.
* Collaborate and coordinate with the Department Corrections and community partners to organize release plans and logistics.
* Co-facilitate Reentry meetings in area correctional facilities with community partners and provide service navigation to those needing assistance.
* Work with residents of the Transitional Housing program to ensure connection to community-based services and accessibility to resources
* Assist with the management and entry of data into the Offender Management System.
* Assist with data entry, reporting, and management.

● Provide other program related activities, such as:

* Recruit, manage, support and develop additional educational/training opportunities for volunteers for all RJC program to expand their knowledge and understanding of Restorative Justice and Restorative Practices for the entire agency.
* Conduct outreach to local community organizations to promote the services, programs, and volunteer opportunities of the Franklin Grand Isle Restorative Justice Center.
* Participate in regional collaborative meetings
* Provide periodic on-call crisis response
* Other duties as assigned

**Preferred Qualifications**

* Bachelor’s degree in criminal justice, human services, related field or relevant experience.
* Knowledge of criminal justice system, Probation and Parole, Court system and/or experience with current or former inmates and/or working with individuals under supervision with significant barriers is preferred but not a requirement.
* Demonstrated interest or knowledge of Restorative Justice principles and practices.
* Ability to pass Department of Corrections background check
* Well-developed sense of professional and personal boundaries
* Strong time management, data and record keeping and computer skills.
* Excellent follow through with attention to detail and organizational skills.
* Patience, reliability, sense of humor, tact, respect for diversity.
* Remains calm in the presence of strong emotions from others while creating an atmosphere for problem solving.
* Excellent communication skills both written and verbal.
* Preferred to have had experience with volunteerism (served as a volunteer, recruiting or managing volunteers)
* Maintains confidentiality regarding people and situations.
* Interacts with clients, staff, volunteers and community members in a professional and non-judgmental manner.