



Job Title: Reentry Mentorship Coordinator

FLSA Status: Non-Exempt, 40 hours FTE

Pay Range: \$18-20/hour (\$.50/hour bilingual differential)

Department: In-Custody & Reentry Programs (ICRP)

Supervisor: ICRP Director

Close Date: 7/13/21

*This position is funded through a grant that runs from July 1, 2021 until February 28, 2025. There is no guarantee of employment after that date.

Organization Overview

Restorative Partners provides services and programs for those in-custody and for those released from the San Luis County Juvenile Hall, Jail, Honor Farm and State Prisons. Our restorative justice approach focuses on mind, body and spiritual transformation, incorporates trauma informed care, addresses responsibility and accountability, and offers accompaniment through reentry mentorship. We also provide clean and sober living homes for men and for women as well as own and operate a home for women who are ready to reunite with their children and move forward with their lives. The goal in all of our transformative work is to reduce violence and lower recidivism by providing a continuum of care from incarceration through reincorporation to our community.

www.restorativepartners.org

Job Overview

As a member of the In-Custody & Reentry Programs Team, the Reentry Mentorship Coordinator provides support and accompaniment to people returning to San Luis Obispo County from incarceration. The Reentry Mentorship Coordinator oversees the Mentorship component of RP's Warm Handoff Reentry Program, which matches people in prison and people on parole with volunteer Mentors from the community. The Reentry Mentorship Coordinator works collaboratively with the California Men's Colony, SLO County's Parole branch, and SLO County Probation staff to refer eligible participants to the Warm Handoff Reentry Program. The Reentry Mentorship Coordinator recruits and assesses new Mentees, recruits and trains new Mentors, and connects eligible participants with trained Mentors. The Reentry Mentorship Coordinator then establishes regular check-ins with Mentors and Mentees, refers Mentees to the RP System Navigator for additional support, and provides ongoing training for Mentors.

Essential Duties & Responsibilities

Mentorship Program

- Recruit, interview, train, onboard, manage, and evaluate new Mentors
- In collaboration with the ICRP Team, coordinate and co-facilitate monthly Continuing Education Sessions, monthly RP Community Gatherings, quarterly Mentor Trainings,

quarterly Community Workshops (new volunteer orientation training), and quarterly Cultural Competency Trainings for new volunteers, interns, and staff

- Monitor volunteer and intern participation in trainings to ensure compliance with Warm Handoff Reentry Program expectations and policies
- Assist in processing and debriefing conflict situations within the Warm Handoff Reentry Program
- Manage a caseload of 50 Mentees per year

Administrative Duties

- Maintain and update Mentor and Mentee Handbooks
- Maintain Mentor and Mentee tracking and files
- Support tracking and reporting for BSCC Grant (the grant that houses the Warm Handoff Reentry Program)
- Track Mentee intakes, assessments, and case notes in Apricot, RP's internal database, and conduct follow-up as required
- Meet weekly with ICRP Team and the ICRP Director

Outreach and Recruitment

- Support tabling and other opportunities to engage the community (i.e. service organization and faith-based community appeals)
- Build relationships with community partners for Mentor recruitment
- Collect and create content for RP Newsletter and social media

Other duties as assigned.

Knowledge, Skills, Talents, & Abilities
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- Must be able to obtain and maintain facility clearance at California Men's Colony and any other partner facilities
- Understands and practices a restorative justice approach to the criminal justice system
- Knowledge of and experience with a Social Capital Model when working with clients
- Ability to take initiative and independently plan, organize, coordinate, and implement work in various situations where numerous and diverse demands are involved
- Ability to organize and plan projects, handle multiple priorities, and anticipate problems and address them proactively
- Strong conflict management skills
- Ability to make independent decisions, maintain confidentiality, and exercise sound judgment
- Ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit
- Excellent verbal and written communication skills
- Experience working with diverse populations
- Ability to consistently demonstrate compassion, empathy, professionalism, and accountability

- Experience in the use of computers, common office equipment (fax, copier, printer, multi-line phone, scanner, etc.), and software systems including Microsoft Office Suite (Outlook, Word, Excel, Powerpoint) and Google Suite (Drive, Sheets, Docs, Calendar, etc.)

Education and/or Experience

- Direct experience working in the social service or criminal justice field
- Minimum one year of experience working with a volunteer program - as a coordinator and/or a volunteer or intern
- Preferred - BA in Sociology, Psychology, or related field
- Preferred - Spanish/English bilingual
- Must be willing to complete Restorative Partners staff training including Restorative Practices, Cultural Competency, and ongoing training relevant to our work

Certificates, Licenses, Registrations

- Preferred - Volunteer Management Certification
- Preferred - Motivational Interviewing Training
- Preferred - AVP, CBT, MRT, or other facilitation certification
- Preferred - Trauma-Informed Practices Training
- Preferred - Mental Health First Aid Training
- Must follow Agency Mandatory Vaccination Policy

Benefits

- Vacation
- Sick time
- 11 paid Holidays
- Medical Insurance
- Dental
- Vision
- Life Insurance
- Retirement Plan
- Phone Stipend

To apply go to <https://restorativepartners.org/careers/>

Restorative Partners is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, gender identity, marital status, age, or any other protected status covered by federal or state law.