



**Job Title:** Reentry System Navigator

**FLSA Status:** Non-Exempt, 40 hours FTE

**Pay Range:** \$16-18/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](http://www.restorativepartners.org)

### Job Overview

As a member of the In-Custody & Reentry Programs Team, the System Navigator provides support and accompaniment to people returning to San Luis Obispo County from incarceration. The System Navigator is part of RP's Warm Handoff Reentry Program, which serves as a bridge between various programs at Restorative Partners and a link to community resources. The System Navigator holds regular meetings with program participants to assess and respond to their needs (either by referrals to RP's existing programs or referrals to community partners), in addition to holding Office Hours for drop-in support with everything from employment to housing to transportation. The System Navigator also coordinates and hosts regular Reentry Support Workshops on topics such as resume and cover letter building, budgeting, etc. for program participants. These workshops provide opportunities for current and new participants to connect with RP, access supportive services, and build skills.

### Essential Duties & Responsibilities

#### System Navigation

- Conduct initial intake and assessment for participants referred to RP's Warm Handoff Reentry Program and with those who access the program through RP's Drop-In Center
- Work with program participants to establish goals and a timeline for meeting those goals
- Meet with program participants on a regular basis to check in, assess progress toward goals, identify needs and address barriers, make referrals to partner agencies, etc.
- Hold Office Hours for drop-in support

- Maintain regular contact with community partners, including (but not limited to) Housing Authority of SLO, SLO Food Bank, County Drug & Alcohol Services, Transitions-Mental Health Association, County Behavioral Health, Cuesta College, Allan Hancock College, Cal Poly, Eckerd Workforce Development and AJCC, Community Foundation of SLO County, Family Care Network, Community Action Partnership of SLO County and SLO Hub, Department of Rehabilitation
- Establish relationships with new community partners that can support RP's Warm Handoff Reentry Program and Drop-In Center
- Participate in RP's regular Client Advocacy Meetings to collaborate with staff about support and referrals for clients
- Manage a caseload of 50 participants per year

### **Drop-In Center**

- Work with volunteers and the ICRP Director to plan, coordinate, facilitate (as needed), and evaluate regular Reentry Support Workshops
  - Schedule volunteers for workshops
  - Maintain the internal tracking calendars and update public calendars
  - Work with the ICRP Director to approve materials and content for workshops

### **Community Engagement and Education**

- In collaboration with the ICRP Team, coordinate and co-facilitate monthly Continuing Education Sessions, quarterly Community Workshops (new volunteer orientation training), and quarterly Cultural Competency Trainings for new volunteers, interns, and staff
- Participate in community outreach and networking events, when appropriate

### **Administrative Duties**

- Support tracking and reporting for BSCC Grant (the grant that houses the Warm Handoff Reentry Program)
- Track case notes and referrals in Apricot, RP's internal database, and conduct follow-up as required
- Meet weekly with ICRP Team and the ICRP Director
- Collect and create content for RP Newsletter and social media

Other duties as assigned.

<b>Knowledge, Skills, Talents, &amp; Abilities</b>
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| <ul style="list-style-type: none"> <li>● Understands and practices a restorative justice approach to the criminal justice system</li> <li>● Knowledge of and experience with a Social Capital Model when working with clients</li> <li>● Knowledge of SLO County service providers and nonprofit organizations that can assist with employment, education, housing, transportation, etc. support</li> <li>● Ability to take initiative and independently plan, organize, coordinate, and implement work in various situations where numerous and diverse demands are involved</li> <li>● Ability to organize and plan projects, handle multiple priorities, and anticipate problems and address them proactively</li> <li>● Strong conflict management skills</li> <li>● Ability to make independent decisions, maintain confidentiality, and exercise sound judgment</li> </ul> |
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- 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 or volunteering with a community organization or nonprofit
- Preferred - AA 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 - Motivational Interviewing Training
- 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.*