



Job Title: Reentry Resource Center Director

FLSA Status: Exempt, 40 hours FTE

Pay Range: \$30.00-36.00/hour (\$.58/hour bilingual differential)

Department: Programs & Services

Supervisor: Mission and Restorative Justice Implementation Director (MRJID)

Start Date: Start date is January 2023. This position is funded through a grant that runs from July 1, 2021 until February 28, 2025. There is no guarantee of employment with this specific position after that date.

Organization Overview

Restorative Partners, Inc. (RP) is a nonprofit organization that transforms lives impacted by crime through healing services and relationships. We believe in accompanying and supporting anyone affected by crime on their healing journey, to be an instrument of restoration, of forgiveness, of accountability, and of reconciliation. We believe that violence is never a solution to any problem and that every person is endowed with a sacred dignity, and is capable of changing, healing, and being restored. We believe that everyone deserves to be treated with respect and dignity. We believe that we can overcome violence with education, love, and compassion.

Job Overview

As a member of the Reentry Programs & Services Team, the Reentry Resource Center Director (RRCD) oversees the Drop-In Reentry Resource Center and accompanying programs, including the Warm Handoff (WHO) Mentorship Based Program, County Probation System Navigation, Co-facilitates Thinking for a Change (T4C) Program, Reentry Support Workshops, and volunteer opportunities within the Drop in Center (DINC). The RRCD supervises and supports both the (BSCC) and (SLO County Probation) System Navigators, County Mentorship Coordinator, DINC relevant volunteers and interns. The RRCD oversees the tracking and reporting on the grants that support these programs, the Opportunity Fund disbursements, HASLO Section 8 referrals, and coordination of Prison/Jail Letters responses. The RRCD also works collaboratively with the California Men's Colony (for the WHO Mentorship Program) SLO County's Parole Unit, SLO County Probation staff, and nonprofit community partners to refer eligible participants to Drop-In Reentry Resource Center programs.

Essential Duties & Responsibilities

1. Drop-In Reentry Resource Center

- ❖ Oversee the operations of RP's Drop-In Reentry Resource Center
- ❖ Coordinate draws on the Opportunity Fund, HASLO referrals, and response to Prison/Jail correspondence

- ❖ Supervising and collaborating with Reentry Programs and Services Team in planning, coordinating, facilitating (as needed), and evaluating regular Reentry Support Programs, Services and Workshops
 - Oversees staff conducting regular surveys or check-ins with participants to evaluate needs and interests
 - Establish, maintaining and strengthening connections with partner organizations and/or volunteers who facilitate workshops
 - Oversee the RPSC Team tracking/appointment calendars and update staff internal collaborative calendars i.e. vehicle calendar
 - Collaborate with the MRJID in program development and approval of materials and content for workshops as needed.
- ❖ Collaborate with the Restorative Justice Programs Team to provide volunteer and internship opportunities in the Drop-In Reentry Resource Center
- ❖ Oversee the scheduling, training, and evaluation of these volunteers and interns

2. Staff and Volunteer Oversight

- ❖ Oversee both System Navigators, Mentorship Coordinator
 - Ensure compliance with all HR and Operations policies and procedures
 - Collaborate with Grants and Database Manager (GDM) in overseeing with BSCC grant agreement
 - Hold regular check-in meetings and conversations about Program Implementation with both System Navigators and Reentry Resource Center Team
 - Support their oversight of all Drop-In Center Volunteers, including training and volunteer hours tracking

3. Administrative Duties

- ❖ Oversee the maintenance and updates of Mentor and Mentee Handbooks
- ❖ Oversee Mentor and Mentee tracking and files
- ❖ In collaboration with the GDM, oversee tracking and reporting for the BSCC grant that supports the Warm Handoff Reentry Program
- ❖ In collaboration with the GDM tracking and reporting for the Probation agreement that supports the Reentry System Navigator
- ❖ Oversee compliance, tracking, and reporting for the Opportunity Fund, HASLO Section 8, and Prison/Jail letters
- ❖ Meet regularly with Reentry Programs & Services Department Staff and MRJID

3. Outreach and Recruitment

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

Other duties as assigned.

Knowledge, Skills, Talents, & Abilities

- ❖ Obtain and maintain facility clearance at In-Custody Institutions i.e. Juvenile Hall, County Jail and the California Men's Colony as well as CDCR clearance through our STOP subcontractor to work with people on Parole
- ❖ Understands and practices a restorative justice approach to the criminal justice system
- ❖ Knowledge of and experience with a Motivational Interviewing and other evidence based models 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, or applicable lived experience
- ❖ Preferred experience working with a volunteer program - as a coordinator and/or a volunteer or intern
- ❖ Preferred experience with grant writing or data tracking and reporting
- ❖ Preferred - BA in Sociology, Psychology, or related field, or BA degree coupled with AA degree in related field, and 3 years of experience in social services
- ❖ 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

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift up to 20 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

This job operates primarily in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job also operates occasionally in a locked facility.

**During shelter-at-home orders, this position primarily operates remotely, with occasional time in the office as needed. Employees are expected to adhere to work-from-home agreements during this period. Employees are required to adhere to national, state, local, and agency guidelines for health and safety procedures when working in the office space.*

Acknowledgement

I acknowledge that I have read the job description and requirements for the **Reentry Resource Center Director** position and certify that I can perform these essential functions.

Applicant/Employee Signature

Date

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.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change.