



Job Title: Reentry System Navigator (Grant funded)

FLSA Status: Non-Exempt, 40 hours FTE

Pay Range: \$17.39 - 24.35/hour (\$.58/hour Spanish bilingual differential)

Department: Reentry Programs & Services

Supervisor: Reentry Resource Center Director

Start Date: 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 (RP) is a nonprofit organization that 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 people in recovery and people returning from incarceration, as well as a home for women and children. 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.

Job Overview

As a member of the Reentry Programs & Services 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 (grant funded), 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 internal programs or referrals to other community partners), in addition to holding Office Hours for drop-in. The System Navigator also co-coordinates 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

1. 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 and make referrals to partner agencies as needed.
- ❖ Hold Office Hours at the Drop-In Center
- ❖ Coach Drop-in Center interns to assist with SN tasks and responsibilities as appropriate.
- ❖ 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 Wraparound Services Meetings to collaborate with staff about support and referrals for clients
- ❖ Manage a caseload of 50 participants per year

2. Drop-In Center

- ❖ Work with volunteers and the Reentry Resource Center Director to assist with and plan, coordinate, facilitate (as needed), and evaluate regular Reentry Support Workshops
 - Schedule volunteers for workshops
 - Maintain the internal tracking calendars and update public referral announcements
 - Work with the Reentry Resource Center Director to approve materials and content for workshops
 - Assist Director with Drop-In Center decor of space, updated materials, and overall upkeep of the Drop-in Center.

3. Community Engagement and Education

- ❖ In collaboration with the Reentry Program and Services Team, coordinate and co-facilitate quarterly Volunteer Continuing Education Sessions i.e, Mental Health 101, Trauma Informed Care, Cultural Competency, Restorative Justice Practices.
- ❖ Participate in community outreach and networking events, when appropriate

4. Administrative Duties

- ❖ Track and report for BSCC Grant (the grant that houses the Warm Handoff Reentry Program)
- ❖ Data entry, case notes and referrals in Apricot (RP's internal database) and conduct follow-up as required
- ❖ Meet regularly with the Reentry Programs & Services Team and Reentry Resource Center Director
- ❖ Collect and create content for RP Newsletter and social media

Other duties as assigned.

Knowledge, Skills, Talents, & Abilities

- ❖ 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
- ❖ Knowledge of SLO County service providers and nonprofit organizations that can assist with employment, education, housing, transportation, etc. support
- ❖ 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 (i.e. Office 365 and Google Suite)

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
- ❖ Would need to pass a background check by our Parolee contractor (GEO)

Certificates, Licenses, Registrations

- ❖ Preferred - Motivational Interviewing Training
- ❖ 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.

Acknowledgement

I acknowledge that I have read the job description and requirements for the **Reentry System Navigator** (Grant Funded) 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.