



Job Title: Reentry System Navigator (County)

FLSA Status: Non-Exempt, 40 hours FTE

Pay Range: \$17.39 - \$24.35/hour (\$1.58/hour bilingual differential) **Department:** Programs & Services

Supervisor: Reentry Resource Center Director (RRCD)

Date: May 2023

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 System Navigator provides support and accompaniment to people returning to San Luis Obispo County from incarceration. The Reentry System Navigator serves as a bridge between various programs at Restorative Partners and a link to community resources. The Reentry 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 Reentry System Navigator also supports the facilitation of 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 and Drop-In Reentry Resource Center

- ❖ Manage a caseload of at least 50 participants per year
 - Conduct initial intake and assessment for participants referred for system navigation support and with those who access the program through RP's Drop-In Reentry Resource 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 SLO Cal Careers, Community Foundation of SLO County, Family Care Network, Community Action Partnership of SLO County and SLO Hub, Department of Rehabilitation

- ❖ Collaborate with System Navigation Program Coordinator to establish relationships with new community partners that can support RP's Drop-In Reentry Resource Center and system navigation programs
- ❖ Participate in RP's regular interdepartmental meetings to collaborate with staff about support and referrals for clients
- ❖ Support the Reentry Resource Center Director with coordinating and facilitating regular reentry support workshops for clients such as but not limited to T4C, skills building workshops, etc.
- ❖ Attend relevant professional development trainings as directed by RRCD.

2. Community Engagement and Education

- ❖ Under the direction of the RRCD, support, coordinate and co-facilitate (if needed) quarterly workshops and trainings for new volunteers, interns, and staff
- ❖ Participate in community outreach and networking events, when appropriate

3. Administrative Duties

- ❖ Support tracking and reporting for monthly invoicing
- ❖ Track case notes and referrals in Apricot, RP's internal database, and conduct follow-ups as required
- ❖ Meet regularly with RRCD and other members of the Reentry Programs & Services Team.
- ❖ 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 San Luis Obispo County Jail and any other partner facilities, and 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 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 and software systems including such as Google Suite, 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

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** 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.