

# Reentry Case Manager & Facilitator

Full-Time | Salaried



Jobs • Housing • Hope

## About Project Place

Since 1967, Project Place has been a resource for individuals who are experiencing homelessness in Boston. Through innovative programming, including social enterprises, we facilitate the successful transition of individuals to economic self-sufficiency. Comprehensive programming consists of classroom instruction, on-the-job training, case management services, housing and job placement, credential training, retention, and employment services.

Our office is in the South End of Boston, conveniently located less than a mile from the MBTA Orange subway line and Red subway line. The MBTA Silver Line bus also stops directly in front of our building.

Please visit our website at [www.projectplace.org](http://www.projectplace.org) for more information about our organization.

## About This Job

*Job Title:* Reentry Case Manager & Facilitator  
*Reports to:* Director of Reentry & Employment Services

### *Responsibilities:*

The Reentry Case Manager & Facilitator will work in coordination with the Reentry Department to identify barriers and appropriate interventions to individuals returning to the community from incarceration. This individual will provide wraparound support services and resources, in addition to facilitating a nationally recognized industry credential to enhance clients' resumes, job skills, and long-term employment opportunities. The Reentry Case Manager & Facilitator will assist with the advancement of clients' identified goals, job training and the reintegration process.

Specific responsibilities of the Reentry Case Manager & Facilitator include:

- Managing client caseload to provide stabilization services and promote retention of employment and housing
- Completing Individual Development Plans with clients to address barriers, support asset development, and set goals

- Participating in client enrollment efforts including conducting intakes and attending orientation
- Developing and maintaining community resources for returning citizens
- Facilitating a nationally recognized industry certification within the Agency's programming model
- Maintaining a supportive classroom environment to build confidence and skills
- Updating existing curriculum to meet the diverse needs of clients
- Conducting outreach to community-based organizations
- Tracking client outcomes in the database and assisting with departmental monthly/quarterly reports
- Other tasks as assigned by the Executive Director or designee.

*Qualifications:*

- Bachelor's degree in education, criminal justice, or a related field
- Ability to obtain a contractor's badge through the Suffolk County Sheriff's Department
- Ability to work as a team member with other program staff and in collaboration with partner agencies
- Experience with adult student population preferred
- Familiarity with the barriers associated with individuals experiencing homelessness, returning to the community from incarceration, and experiencing substance use disorders.

*Location:* Work will be performed primarily in person at our office.

*Schedule:* Monday through Friday, 40 hours a week, typically from 9:00 AM to 5:00 PM.

## **Compensation & Benefits**

The salary for this position is \$45,000 per year.

Our benefits include:

- 3 weeks of vacation in the first year; 4 weeks of vacation every year thereafter
- 10 sick days and 3 personal days annually
- 13 holidays and 1 floating holiday
- Medical insurance, dental insurance, and life/long-term disability insurance
- 401(k) plan and 401(k) match.

## **How to Apply**

Please submit both a cover letter and resume to Beth Carter, Director of Reentry & Employment Services, at [bcarter@projectplace.org](mailto:bcarter@projectplace.org). No phone-call inquiries or in-person applications, please.

## **Equal Employment Opportunity & Affirmative Action Policy**

It is the policy of Project Place to provide equal employment opportunities without regard to race, color, religion, sex, national origin or ancestry, age, disability, military or veteran status, sexual orientation, gender identity or expression (including transgender), genetic information or any other protected characteristic under applicable law (“protected class status”).

Project Place also will take affirmative action as called for by applicable laws and Executive Orders to ensure that diverse individuals, including qualified individuals with a disability, are introduced into the Agency’s workforce and considered for promotional opportunities.