

Outreach Case Manager

Full-Time | Salaried



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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 for more information about our organization.

About This Job

Job Title: Outreach Case Manager

Reports to: Reentry Manager, in partnership with the Director of Reentry & Employment Services and working in conjunction with the Suffolk County Sheriff's Department

Responsibilities:

The Outreach Case Manager will build rapport and establish connections with clients currently incarcerated at the Suffolk County House of Correction and assist with their successful transition into the community. Upon release to the community, this individual will provide holistic wrap-around case management services at Project Place tailored to meet the individual client's needs around access to mental and physical health, substance use disorder, employment, and housing. Additionally, this individual will assist the Reentry team with the facilitation of the agency's comprehensive reentry model.

Specific responsibilities of the Outreach Case Manager include:

- Recruiting participants from the sentenced population in conjunction with the Suffolk County Sheriff's Department staff
- Attending discharge panels at the Suffolk County House of Correction

- Participating in the programming enrollment process, including orientation and intake efforts
- Developing and maintaining up-to-date resources in the community to benefit clients returning to the community from incarceration
- Completing Individual Development Plans (IDP) with clients to address barriers, support asset development, and set goals
- Managing client caseload to provide reentry & stabilization services and promote retention of employment and housing
- Providing income maximization guidance, including connecting individuals with federal and state benefits and/or helping them secure employment
- Tracking client outcomes in the database and assisting in the completion of monthly/quarterly reports
- Assisting with the transition of reentry clients into additional Project Place programming
- Working in conjunction with staff from other service providers, parole, probation, and the court system for the betterment of Project Place clients
- Attending agency-wide case management and cross-departmental meetings
- Other tasks as assigned by the Executive Director or designee.

Qualifications:

- Bachelor's degree in education, criminal justice, and/or human service field or equivalent work experience
- 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
- 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 and at the Suffolk County House of Correction.

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 \$47,000 - \$49,000 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 Carla Longpre, Reentry Manager, at clongpre@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.