

Reentry Instructor & Case Manager

Full-Time | Salaried



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: **Reentry Instructor & 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 Reentry Instructor & Case Manager will coordinate services for male offenders at the Suffolk County House of Correction as they prepare to return to the community. The Reentry Instructor & Case Manager will teach a curriculum focused on promoting personal and employment skill development with the expected outcome of clients obtaining employment upon release. 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 Reentry Instructor & Case Manager include:

- Facilitating workforce development programming and alumni workshops at the Suffolk County House of Correction and at the Project Place community
- Developing lesson plans and updating existing curriculum to meet the diverse needs of adult learners

- Maintaining a supportive classroom environment to build confidence and promote skill development
- 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
- Tracking client outcomes in the database and assisting in the completion of monthly/quarterly reports
- 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 preferred.

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