



Instructor & Case Manager, Community Reentry for Women

Full Time | Salaried

ABOUT PROJECT PLACE

Project Place promotes a community of hope and opportunity for homeless and low-income individuals by providing the skills, education and resources needed to obtain and sustain employment and housing. For over 50 years, 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, credential training, case management services, housing and job placement, retention and career services.

ABOUT THIS ROLE

The Instructor & Case Manager, Community Reentry for Women, will coordinate services for female offenders as they prepare to return to the community. This individual will teach a curriculum focused on promoting personal and employment skills with the expected outcome of clients obtaining employment upon release. After release to the community, this individual will provide holistic wrap-around case management services at Project Place 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 facilitation of the agency's comprehensive reentry model.

Reports to: Director of Reentry, in partnership with the Director of Women's Program Services at the Suffolk County Sheriff's Department

WHAT YOU'LL DO

Specific responsibilities of the Instructor & Case Manager, Community Reentry for Women, include:

- Facilitating workforce development programming and 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 female population in conjunction with the Suffolk County Sheriff's Department staff
- Participating in the programming enrollment process, including orientation and intake efforts
- Conducting outreach to community halfway houses
- Developing and maintaining up-to-date resources in the community to benefit clients returning to the community from incarceration
- Completing Individual Development Plans 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 completing 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

KEY QUALIFICATIONS

- Bachelor's degree in education or a related field
- Ability to pass a Massachusetts criminal background check and obtain an independent contractor badge from 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 preferred.

ESSENTIAL QUALITIES

- Communication - Able to respond and exchange ideas clearly and effectively through writing, speaking, and presentations; shares appropriate information to keep people informed; is seen as approachable.
- Teamwork - Values the opinions of others; assists others when needed; participates effectively as member of a team; balances personal contributions and needs with those of other members of the team to achieve common objectives.
- Problem Solving - Analyzes problems to identify probable cause; thinks of new possibilities; identifies critical issues and develops options for addressing them; able to incorporate other viewpoints as part of the process of developing solutions.

WORK ENVIRONMENT

- Typical office environment
- Ability to work onsite at Project Place daily with the potential for assigned remote workdays dependent on department needs.
- Travel: Ability to use public transit and agency provided ride share service to travel to community partner locations.
- Frequent sitting
- Ability to lift and carry up to 25 lbs. occasionally
- Ability to use a computer
- Ability to reach, grasp and walk, frequently
- This role requires communicating with others frequently

HOW TO APPLY

To apply for this position, please submit a resume and cover letter to Beth Carter, Director of Reentry & Employment Services at bcarter@projectplace.org.

EQUAL OPPORTUNITY STATEMENT

Project Place is an equal opportunity employer, and we encourage candidates of color, women, LGBTQ+, low-income, and non-college degree holders to apply. Project Place prohibits unlawful discrimination against any employee or applicant for employment based on race, color, religion, sex, gender identity, age, national origin, genetic characteristics, disability, status as a special disabled veteran or veteran, marital status, sexual orientation, sexual identity or any other basis prohibited by law.



Reentry Case Manager

Full Time | Salaried

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ABOUT THIS ROLE

The Reentry Case Manager will provide holistic wraparound supportive services to justice impacted individuals enrolled in Project Place programs. This individual will assess clients' needs around access to mental and physical health, substance use disorder, unresolved legal issues, employment and housing. Additionally, this individual will assist the Reentry team with facilitation of the agency's comprehensive reentry model.

Reports to: Director of Reentry

WHAT YOU'LL DO

Specific responsibilities of the Reentry Case Manager, include:

- Participating in the programming enrollment process, including orientation and intake efforts
- Conducting outreach to community halfway houses
- Developing and maintaining up-to-date resources in the community to benefit clients who are justice impacted
- Completing Individual Development Plans 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 assist with completion of reporting to funders
- 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 meeting
- Completing activities that ensure grant compliance including attending regular meetings with funders, reviewing eligibility forms with participants, and entering data into funder database
- Other tasks as assigned by the Executive Director or designee.

KEY QUALIFICATIONS

- Bachelor's degree in education or a related field

- Ability to pass a Massachusetts criminal background check and obtain an independent contactor badge from 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 preferred.

ESSENTIAL QUALITIES

- Communication - Able to respond and exchange ideas clearly and effectively through writing, speaking, and presentations; shares appropriate information to keep people informed; is seen as approachable.
- Teamwork - Values the opinions of others; assists others when needed; participates effectively as member of a team; balances personal contributions and needs with those of other members of the team to achieve common objectives.
- Problem Solving - Analyzes problems to identify probable cause; thinks of new possibilities; identifies critical issues and develops options for addressing them; able to incorporate other viewpoints as part of the process of developing solutions.

WORK ENVIRONMENT

- Typical office environment
- 100% in office with flexibility to work some evenings and weekends as needed.
- Travel: Ability to use public transit and agency provided ride share service to travel to community partner locations.
- Frequent sitting
- Ability to lift and carry up to 25 lbs. occasionally
- Ability to use a computer
- Ability to reach, grasp and walk, frequently
- This role requires communicating with others frequently

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Reentry Instructor & Case Manager

Full Time | Salaried

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ABOUT THIS ROLE

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.

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

WHAT YOU'LL DO

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.

KEY 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
- Familiarity with the barriers associated with individuals experiencing homelessness, returning to the community from incarceration, and experiencing substance use disorders preferred.

ESSENTIAL QUALITIES

- Communication: Able to relay ideas clearly and effectively through writing, speaking, and presentations; shares appropriate information to keep people informed; is seen as approachable
- Teamwork: Values the opinions of others; assists others when needed; participates effectively as a member of a team; balances personal contributions and needs with those of other members of the team to achieve common objectives
- Problem Solving: Analyzes problems to identify probable causes; thinks of new possibilities; identifies critical issues and develops options for addressing them; is able to incorporate other viewpoints as part of developing solutions

WORK ENVIRONMENT

- Typical office environment
- Ability to worksite onsite at Project Place daily with the potential for an assigned remote workday per week dependent on contractual and program needs. Flexibility to work some evenings and weekends as needed
- Ability to use public transit and agency-provided ride share service to travel to community partner locations
- Frequent sitting
- Ability to lift and carry up to 25 lbs. occasionally
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