

**Institute for Nonviolence Chicago
Job Posting: Reentry Specialist**

**Title: Reentry Specialist
Reports to: Supervisor, Reentry**

ORGANIZATION OVERVIEW:

The Institute for Nonviolence Chicago is a dynamic organization dedicated to eliminating violence and building peaceful, safe, and just communities in Chicago. Our work is undergirded by the philosophy and practice of Rev. Dr. Martin Luther King, Jr.'s steps and principles of Nonviolence. The first principle is "Nonviolence is for courageous people," and we are looking for courageous people to join our team.

The Institute for Nonviolence Chicago is a leader in violence reduction in Chicago. Since 2016 we have pioneered effective outreach utilizing credible messengers to build trusting relationships with those most likely impacted by violence; brought a framework for trauma-informed victim services to Chicago that did not exist before; and are founding members of the new architecture of violence-reduction that our city has adopted for the first time in city history.

In its history, Nonviolence Chicago has reached thousands of Chicagoans affected and traumatized by violence and has been the architect and pacesetter for the nonviolence movement in Chicago today. For the last five years, Nonviolence Chicago has taken up the peaceful charge against violence in Chicago. With a hands-on, mind-on approach to ending violence, we work in and part of each community we serve. Our work is propelled by the principles of Dr. King which daily underscore all our actions. The catalytic effect Nonviolence Chicago has had in its short lifetime is widely recognized, including bringing attention to the need for coalitions and a citywide response and financing to meaningful violence reduction. INVC is a mission driven organization, committed to the growth and success of our team. We believe in investing in and supporting the needs of our staff and creating a healthy and happy workplace culture.

This is an incredible opportunity for a compassionate and mission driven Reentry professional to support a dynamic team and take the organization to the next level. We are looking for innovative thinkers and a dedicated team to elevate Nonviolence Chicago as we continue our work of saving lives and strengthening our communities.

Position Overview:

The Reentry Specialist works with a caseload of participants to assist them in their journey towards becoming a productive, active member of the Beloved Community. The Reentry Specialist will work with individuals who are returning citizens from IDOC, Cook County DOC, and/or are involved with Probation and Parole, and will participate actively and have a demonstrated interest in taking action for change. Reentry Specialists will provide case management services for our participants which includes, but is not limited to, support related to employment and education, life skills training, crisis intervention, relationship training, advocacy, and support with involvement with justice system, and assessment and referrals to needed resources. Services will be provided in individual, family, and group context.

Job Description:

Initiate contact, establish rapport, and communicate effectively with returning citizens referred to the program.

Establish partnerships with partners in the criminal justice system (e.g., Probation and Parole, Criminal Courts) and other community partners that provide services to re-entering citizens.

Maintain an active list of partner resources to utilize as a referral source to address the barriers of re-entering citizens.

Develop a service/employment plan with participants.

Assist re-entering citizens with navigating through the service delivery system to ensure that they remain engaged in the system until their goals are obtained.

Participate in data collection and other evaluation processes and procedures, as necessary.

Participate in service integration related training, including cross-training.

Engages participants in interviews to assess needs and determine need for additional services and referrals.

Coordinates internal and external services being provided to participant; identifies and arranges resources.

Monitors cases by verifying participants' attendance; observing and evaluating activities and responses; advocating for needed services; identifying and connecting to additional resources; intervening in crises; and providing personal support.

Supports and teaches as necessary various job readiness workshops to individuals and groups, including computer skills, communication, critical thinking, self-awareness, conflict mediation, financial literacy, job search and application techniques, resume and cover letter development, interview skills, etc.

Maintains participants' records by inputting case notes, assessments, and events daily in online data system. Maintain accurate case files in accordance with professional standards and funder's requirements.

Communicates participants' progress by engaging in weekly interdisciplinary meetings and evaluations, disseminating results and obstacles to team and family, and identifying program influences.

Prepares participants' exit strategy by reviewing goals and individualized plans, coordinating discharge and post-discharge requirements, orienting, and training family members, and providing resources.

Develops partnerships with resources that will strengthen supports for participants and holds partners accountable as needed.

Reentry Specialists are mandated reporters and are expected to work at high level of team engagement

Qualifications:

Flexible schedule - This position is full-time and requires night and weekend hours.

At least 3 years experience supporting and working with returning citizens and/or at-risk individuals.

Must have a thorough understanding of challenges and barriers faced by returning citizens.

At least 3 years experience working with people from various ethnic, economic, and educational backgrounds both as colleagues and as clientele.

Experience developing and retaining relationships with other service providers.

High level of interpersonal skills and conflict resolution skills and ability to communicate effectively both verbally and in written form.

Crisis intervention training or knowledge.

Knowledge of Chicago and communities with histories of violence.

Proficient in Microsoft Office Suite and comfortable using computer programs to track participant engagement.

Ability and commitment to maintain high level of confidentiality.

Ability to understand and follow safety/security practices and work in high pressure situations.

Requirements:

BS in a Human Services field (i.e.: Sociology, Urban Studies, Social Work) or equivalent experience

No pending criminal cases

Candidate must have their own vehicle, valid driver's license, vehicle insurance and good driving record; and feel comfortable engaging in community-based services

Nonviolence Chicago is a drug free and safe workplace, passing a drug screening and background check is required prior to being hired

Salary/Benefits:

Competitive/commensurate with experience and other qualifications. Competitive benefits package available, including Health, Life, and 401K.

Employment with INVC requires proof of vaccination or an approved medical exemption.

To apply, please send a cover letter along with your resume to birgettaw@nonviolencechicago.org

Our Commitment to Diversity, Equity, and Inclusion

We value a truly diverse workforce and a culture of inclusivity and belonging. Our goal is to attract qualified candidates and encourage applications from all individuals without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, gender identity, or any other

characteristic protected by applicable law. We are committed to creating a dynamic work environment that values diversity and inclusion, respect and integrity, participant focus, and innovation.

Institute for Nonviolence Chicago -- EEO Statement

Institute for Nonviolence Chicago provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Institute for Nonviolence Chicago complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.