



Position Title: Reentry Program Specialist

Category/FLSA Status: Exempt

Supervisor: Program Director

Direct Reports: No Direct Reports

Position Summary

The Reentry Program Specialist will provide pre-release and post-release support for Youth With Faces graduates reentering the community from the Dallas County Juvenile Department. The Reentry Program Specialist achieves this through a combination of formal and informal career readiness, life and soft skills instruction, one-on-one coaching and barrier reduction. This position will require coordination, collaboration, and necessary follow up on behalf of Youth With Faces graduates. The Reentry Program Specialist will work in tandem with a larger system to assist in connecting graduates to the appropriate community services and partner agencies associated with release planning, continuity of care, and decreasing recidivism to the criminal justice system. This position is ideal for someone who is a natural problem solver, as well as collaborative and able to communicate effectively with a variety of people.

Primary Responsibilities and Duties Program Implementation

- Performs pre- and post-release case management activities for Youth With Faces graduates reentering the community from juvenile placement
- Teach a quarterly Career Readiness course at two Dallas facilities to prepare students for successful job interviews and securing a job, managing personal finances and other life skills
- Responsible for identifying behaviors or conditions that may create a barrier to reentry or gaining employment; develop a plan for alleviating those barriers utilizing all internal and external resources
- Develop and implement a life skills program that includes a plan for career decision making processes for reentrants, including formalized career assessments, one-on-one counseling, referrals to other agencies, resume development and scheduling guest speakers
- Provide coaching to participants through their job search, work experience and employment placement to ensure an appropriate placement for their knowledge, skills and interests
- Develop and maintain relationships with businesses and organizations to provide work experience and employment opportunities for students and alumni
- Collaborate with other program staff and instructors to coordinate special events and graduations
- Responsible for handling and recording all student behavior and personal issues inside and outside of the classroom that may arise and possibly interfere with the class or an individual's training and job placement

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- Responsible for all data collection and program evaluation assigned for this position, including job placement information, student tracking information, internship information, financial data (internal and external) and formalized intake and exit survey information; Ensures accurate and timely documentation of all participant information
- Creates and maintains current documents that are easily accessible by Youth With Faces staff (with the information stated above) and provide reports as necessary
- Responsible for working as part of a team as well as being able to work independently in all aspects of the position
- Ensures timely and accurate completion of all tasks, as well as discuss any current or new ideas, thoughts, or suggestions that will improve or enhance any aspect of reentry programming
- Other duties as assigned by Program Director

Qualifications

- Knowledge of community, government and case management service delivery systems
- Excellent organization and communication skills
- Previous case management or career mentoring experience
- Preferred experience working with teenagers and/or Opportunity Youth populations
- Proven ability to comply closely with federal and municipal standards
- Must be able to pass a background check

Salary and Benefits

- Work Schedule - Flexible work schedule outside of scheduled class time and case management meetings
- Location - Mix of remote work and onsite work at the Dallas County juvenile facilities in South Dallas
- Salary - Commensurate with experience
- Health Insurance - monthly stipend
- 403b retirement plan
- Holidays - 8 paid holidays
- Paid Time Off - begins with 15 days annually
- Full-time exempt

How to Apply

Interested applicants should send a resume, cover letter and salary requirements to Chris Quadri, CEO, at info@youthwithfaces.org. More information about Youth With Faces can be found at youthwithfaces.org and on social media - @YouthWithFaces on Facebook, Instagram and LinkedIn.