

North Central Wisconsin Workforce Development Board



POSITION: **WISCONSIN PATHWAYS HOME 4 REENTRY CAREER COACH**
FULL-TIME POSITION

SUPERVISOR: EXECUTIVE DIRECTOR

SUMMARY:

The Wisconsin **Pathways Home 4 Reentry Coach** will provide pre-release and post-release services that will assist individuals currently incarcerated in a state, county, or local facility. Pre-release services are provided between 20 to 270 days prior to release and will prepare individuals for the return to their communities. Pre-release services include job preparation, developing individual service plans that identify barriers to employment, career exploration and planning, and assistance with linking inmates to the resources required to help them transition back to their communities. Wisconsin Pathways Home 4 seeks to break the cycle of recidivism by linking participants to the workforce system early, while still in the institution, and then immediately upon reentry into the community to help reduce the risk of recidivism, reduce the gaps in service delivery, and increase access to reentry services.

1. ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide case management services to individuals who are within 20-270 days of their discharge from an institutional partner;
- Meet with participants at regularly scheduled intervals, in the institution, depending on their individual needs;
- Develop person-centered individual service plans, with an emphasis on employment, for all participants that identifies participant strengths, skills, needs assessment, and barriers to reentry and employment;
- Review service plans on a regular basis, and make adjustments, as necessary;
- Administer skills assessments tools and any other examinations;
- Administer LS/CMI risk assessment tool to determine appropriateness for agency services;
- Facilitate cognitive behavioral curriculum, *Makin' It Work*, through structured, guided group discussion, benign confrontation, targeted role plays, and thought-provoking stories and activities to all enrolled participants;
- Conduct soft-skills development sessions on resume writing, interview skills, dress for success, workforce readiness, etc. as determined by the participant's employment plan;
- Coordinate with Special Projects Coordinator for participant training in specific skills area through an outside partner agency or educational institutions to provide occupational skills training pre-release, when applicable;
- Identify and make referrals, as appropriate, to resources that will help address identified barriers to reentry, including resources that address housing, healthcare, behavioral health, food insecurity, legal services, etc.;
- Facilitate co-enrollment, and warm hand-offs, in other NCWWDB programs and partner agencies during discharge planning;

- Assist participants in obtaining documents for hire post-release, such as identification, birth certificate, social security card, etc.;
- Have an awareness of job leads in the service area that are willing to employ individuals with criminal histories, and assist with job development, as needed;
- Prepare enrolled participants for job placements once they are interview-ready, and nearing their release;
- Document all customer contact and progress, including time and date, type of contact, outcome and plan of action;
- Provide regular follow-up once an individual exits the institution, including skill building, occupational skills training at an approved program, apprenticeships, or credential attainment, etc. as determined by the individual's service plan;
- Provide regular updates to the Project Coordinator and NCWWDB Leadership.

2. Other Functions:

- Perform other activities, as assigned by the Executive Director

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- A combination of training/education in human services, administrative services, education or counseling, and experience relating to duties indicated above appropriate to execute activities under this grant;
- Experience delivering case management services;
- Ability to work effectively with people from diverse backgrounds, marginalized populations, and those involved in the criminal justice system;
- Knowledge of resources available to those involved in the criminal justice system;
- Knowledge of evidence-based practices, such as trauma-informed care practices, motivational interviewing, person-centered and strength-based approaches, cognitive-based approaches, etc.;
- Knowledge of the criminal justice/reentry system and criminogenic needs

Language Skills:

- Effective communication skills, both written and oral
- Ability to communicate thoughts and ideas in a clear and concise manner

Mathematical Skills:

- Experience in general aspects of financial management

Analytical Skills:

- Ability to conceptualize, organize, evaluate, and analyze

Other Skills and Abilities:

- Ability to meet institutional entry requirements, including security clearances or background checks

- Ability to travel, as needed, within the North Central Wisconsin Workforce Development service area
- Proven ability to execute multiple projects
- Effective interpersonal skills
- Competency in word processing and spreadsheet software
- Leadership qualities

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