

**Networks Northwest** is seeking a dynamic individual to join our Offender Success team as a **Resource Specialist**. This rewarding position will work directly with formerly incarcerated individuals and provide one-on-one case coordination services, primarily related to job placement and housing stability.

As our **Offender Success Resource Specialist (south)**, you will assist recently paroled customers with navigating and accessing community-based supports, as well as provide employment specific, job placement and housing case management services. The Resource Specialist is a key member of a collaborative team that includes Networks Northwest Offender Success staff, community partners and State of Michigan Department of Corrections staff.

This position will work throughout **Wexford, Missaukee, Benzie, and Manistee** counties and maintain a caseload of approximately 20-25 customers. This position is based out of the Cadillac Northwest Michigan Works service center and day travel throughout the four-county coverage area will be necessary, as well as monthly travel to Traverse City for staff meetings.

If you have a passion for serving others and are a creative and innovative thinker, we want to hear from you!

### **Responsibilities, Essential Duties & Functions**

- Assist participants in the creation of a strengths-based employment and housing plan to identify, secure and maintain permanent housing and full-time employment (30 hours a week).
- Provide individual job counseling, coaching, and job retention services to Offender Success participants in order to develop and cultivate specific employment opportunities and assist participants in maintaining employment.
- Administer the Justice SPDAT vulnerability assessment and assist participants with identifying potential housing opportunities and with completing housing applications, as well as supportive and subsidized housing paperwork, including Housing Choice Voucher (HCV) program requirements.
- Interface with local housing and homeless service providers, landlords, and area employers as an advocate on behalf of participants.
- Assist in facilitating participant access to support services such as transportation assistance, basic needs, work supplies, identification, and others.
- Connect participants with other available community resources to meet assessed needs.
- Attend and participate in Offender Success Transition Team meetings and any Michigan Department of Corrections required training.
- Interface with Michigan Department of Corrections staff.
- Complete required documentation and reports.

### **Essential Qualifications, Knowledge, Skills & Abilities Requires**

- Bachelor Degree or equivalent experience preferred in human services, criminal justice, or related fields.
- Submit to an annual LEIN clearance by the Michigan Department of Corrections.
- Experience providing case management services related to employment and housing services.
- Comfortable working with a diverse customer base in human service settings.
- Strong knowledge base of local resources and community-based services.
- Ability to maintain high levels of confidentiality and work independently.
- Experience in managing multiple priorities.
- Able to interact positively with co-workers, participants, community partners, and stakeholders.
- Strong verbal and written communication skills.
- Accurate record keeping.
- Good judgment in social situations and possessing a high level of discernment.

- Reliable computer skills including Google and Microsoft Office products. Experience with Salesforce preferred.
- Possession of a valid driver's license and insurable to drive agency vehicles.

### **Compensation**

This is a full-time (32 hours a week) salaried professional position starting at \$32,000. This position is entitled to the Networks Northwest's full fringe benefit package that includes employer paid premiums for health, dental, vision and life insurance, retirement contribution, paid vacation time, sick time and holidays. Position is afforded use of an agency vehicle, laptop computer and smart-phone.

### **How to Apply**

Interested candidates should submit a cover letter and resume by **Monday, August 1<sup>st</sup>** to:

Jessica Willis, Offender Success Regional Director

[Jessica.willis@networksnorthwest.org](mailto:Jessica.willis@networksnorthwest.org)