

**Networks Northwest****Job Title:** Offender Success Reentry Resource Specialist**Department:** Offender Success (OS)**FLSA Status:** Exempt

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**Position Summary**

Provides employment specific, job placement services, housing navigation and support services to OS Reentry participants throughout the ten county Region 2 area of Northwest Michigan. This is a professional full-time position requiring knowledge of employment specific and housing case management, and housing programs, including the Michigan State Housing Development Authority (MSHDA) Housing Choice Voucher (HCV) program. Works directly with formerly incarcerated individuals, Michigan Department of Corrections (MDOC) staff, employers, and housing service providers. Serves as a conduit for OS Reentry participants to the workforce community. This position requires one to identify and/or conduct outreach to landlords. Advocate for OS Reentry participants and assist in job and housing search and placement.

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**Supervision Received**

Reports directly to the Regional Director of OS

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**Essential Duties and Responsibilities**

A staff member in this position may be called upon to perform any or all of the following essential duties. These examples do not include all of the duties which the staff member may be expected to perform.

- 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 OS Reentry participants in order to develop and cultivate specific employment opportunities and assist participants in maintaining employment.
  - Identify employment opportunities for OS Reentry participants and match individual participants up with potential employers. Advocate for OS Reentry participants to potential employers.
  - Administer the Justice SPDAT vulnerability assessment tool and connect participants with the Northwest Michigan Coalition to End Homelessness coordinated entry system.
  - Serve as the point person and facilitate all necessary paperwork and communication for the MDOC and MSHDA HCV project.
  - Identify new and maintain appropriate relationships with landlords in order to foster the tenant/landlord relationship. Advocate for participants with prospective and established landlords; act as liaison between participant and landlord. Create and maintain an active landlord listing.
  - Develop and maintain an in-depth knowledge of community resources.
  - Assist in facilitating participant access to additional services and community resources as requested by MDOC for OS Reentry participants, such as transportation assistance, identification, basic needs, and others.
  - Interface with MDOC staff regarding OS Reentry referrals and services.
  - Report and document all related activities as required by Networks Northwest, the OS Reentry Regional Director, and/or MDOC. Create and maintain accurate files with updated case notes marking progress of participant and service delivery.
  - Attend and participate in MDOC, OS Reentry, and community-based meetings and/or training as directed.
  - Submit to an annual LEIN clearance by the Michigan Department of Corrections and any other clearances required by the MDOC for OS Reentry staff.
  - Other duties as assigned.
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## Qualifications and Skills

- Bachelor Degree or equivalent experience preferred in human services, criminal justice, or related field.
  - 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.
  - Maintain high levels of confidentiality regarding the program and participant information.
  - Experience in managing multiple priorities, and able to work independently. Demonstrated ability to follow detailed instructions and use supervision.
  - Good interpersonal skills. Able to interact positively with co-workers, participants, community partners, and stakeholders in a non-judgmental, tactful and courteous manner.
  - 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 products. Experience with Salesforce preferred.
  - Must possess a valid Michigan's driver's license.
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## Physical Demands

The physical demands listed below are representative of those required to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Regularly required to talk or hear.
  - Frequently required to stand, walk, sit, use hands to handle or feel, and reach with hands and arms.
  - Able to lift up to 20 pounds.
  - Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
  - Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
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## Work Environment

This role operates in a standard office environment. The office typically uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. The noise level is moderate.

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## Travel Requirements

Travel is primarily local during business hours; however, some overnight travel may be required.

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## Additional Information

This job description reflects the current requirements of the position. As duties and responsibilities evolve, the job description may be updated. The employee's signature acknowledges understanding of the role's requirements.

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_