

Networks Northwest is seeking a dynamic individual to join our OS Reentry team as a **Resource Specialist for the North**. This rewarding position will work directly with formerly incarcerated individuals. This role will assist in providing job placement services, housing navigation and other support services to OS Reentry participants with a focus on four counties (Antrim, Charlevoix, Emmet, and Kalkaska) in the ten county Region 2 area of Northwest Michigan.

CHARACTERISTIC FEATURES OF THE POSITION: This is a professional full-time 40 hours per week position. Some knowledge of employment specific and housing case management, and housing programs, including the Michigan State Housing Development Authority (MSHDA) Housing Choice Voucher (HCV) program will be beneficial. The OS Reentry Resource Specialist works directly with formerly incarcerated individuals, Michigan Department of Corrections (MDOC) staff, employers, and housing service providers. As a Resource Specialist, this position acts as a conduit for OS Reentry participants to the workforce community. This position also requires one to identify and/or conduct outreach to landlords while advocating for OS Reentry participants and assisting in job and housing search and placement.

If you have a passion for serving others and are a creative and innovative thinker, we would like to connect with 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.
- 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. Refer clients to outside community resources as necessary.
- 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.

Essential Qualifications, Knowledge, Skills & Abilities Requires

- Bachelor Degree or equivalent experience preferred in human services, social work, 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 with minimal supervision.
- Demonstrated ability to follow detailed instructions.
- 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.
- Impeccable boundaries.
- 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.

Compensation

This is a full-time (40 hours a week)) salaried professional position starting at \$44,000. 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, a generous retirement contribution, paid vacation time, sick time, personal 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 **10/18/2024** to:

Cristal Guinan, Director of Human Resources

cristal.guinan@networksnorthwest.org