

**Networks Northwest  
Job Description**

**Job Title: Offender Success Job Developer**

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**Summary**

As part of the Northwest (Region 2) Offender Success program, an individual in this position would operate as a conduit for Offender Success participants to the workforce community and area employers, and provide employment-specific case management services to referred participants as described in their Transition Accountability Plans, requested by Michigan Department of Corrections (MDOC) parole agents and authorized by the Community Coordinator/Program Manager or Administrative Agency (i.e. Networks Northwest). The Northwest (Region 2) Offender Success program covers the following 10 counties: Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Leelanau, Kalkaska, Manistee, Missaukee, Wexford.

**Supervision Received**

Work under the direct supervision of the Offender Success Community Coordinator/Program Manager at Networks Northwest.

**Responsibilities, Essential Duties & Functions**

An employee in this position may be called upon to perform any or all of the following essential duties throughout 10 counties in Northwest Michigan. These examples do not include all of the duties that the employee may be expected to perform.

1. 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.
2. Identify employment opportunities for Offender Success participants and match individual participants up with potential employers. Advocate for Offender Success participants to potential employers.
3. Facilitate Temporary Work Experience and On-the-Job Training opportunities for Offender Success participants.
4. Coordinate support services purchases for Offender Success participants.
5. Interface with Michigan Works Business Services Team to determine potential, appropriate job placements for Offender Success participants.
6. Interface with Michigan Department of Corrections staff regarding Offender Success referrals and services.
7. Attend and participate in Offender Success Transition Team meetings throughout the 10 county region.
8. Report and document all related activities as required by Networks Northwest, the Community Coordinator/Program Manager, and/or MDOC.
9. Participate in appropriate training.
10. Perform related duties as required.

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

All of the following or equivalent are required:

- 1.) Bachelor Degree or equivalent experience preferred in a human service, criminal justice, or related field from an accredited institution.
- 2.) Comfortable working with diverse individuals and groups in a human service setting.
- 3.) Maintain high levels of confidentiality regarding the program and participant information.
- 4.) Experience in managing multiple priorities.
- 5.) Good interpersonal skills.
- 6.) Strong verbal and written communication skills.
- 7.) Accurate record keeping.
- 8.) Good judgment in social situations.
- 9.) Demonstrated ability to follow detailed instructions and use supervision.
- 10.) Reliable computer skills including, at a minimum, familiarity with Microsoft Office products including Outlook, Word and Excel.
- 11.) Possession of a valid driver's license and insurable to drive agency vehicles.

### **Position Status**

**Full-Time (40 hours per week)**

**Starting Salary: \$40,000 a year**

**Benefits:** This professional position is entitled to Networks Northwest's full fringe benefit package, including health insurance, dental insurance, vision insurance, life insurance, retirement contribution, vacation time, and sick time. Position is afforded use of an agency vehicle, laptop computer and smart-phone for job-related use.