

ALASKA NATIVE JUSTICE CENTER, INC.

Job Title: Reentry Case Manager
Supervisor: Reentry Coordinator
Salary: DOE
FSLA Status: Full Time/Non-Exempt
Location: Anchorage

POSITION SUMMARY: This is a highly responsible position requiring the incumbent to work closely with non-violent offenders exiting the adult correctional system, collaborating with partners and, the Reentry Coordinator. This position provides a continuum of services and support through case management to program participants of the reentry program.

The job responsibilities listed below are not inclusive by characteristic of the type and level of work required for this position, and may be in combination to related duties. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

JOB RESPONSIBILITIES:

- Provides wraparound case management to non-violent offenders meeting program criteria for reentry services.
- Working closely with the State of Alaska, Department of Corrections and the Department of Public Safety in the transitioning plans for inmates leaving the correctional system/s.
- Coordinates with DOC for initial intake interviews prior to the inmate’s release.
- Partners with DOC Probation Officer/s to provide supervision and mentoring support to program participants.
- Responsible for identifying and establishing culturally relevant referral resources for program participants within the community.
- Collaborates in facilitating a Plan of Care with the participant input and other community providers as identified.
- Attends and participates in interdisciplinary team meetings to ensure the participant is compliant with his/her Plan of Care.
- Follow up with participant as outlined by the evaluation plan in coordination with the Director of Operations.
- Maintains case notes and documents for participants progress towards goals, milestones, and outcome; providing data to the Director of Program Operations.
- Upon completion of the issues letter and certificates.
- In collaboration with the Reentry Coordinator is responsible for achieving goals and objectives of the Reentry program.
- Other duties and special projects as assigned.

POSITION REQUIREMENTS:

- Must have the ability to work effectively and in a culturally appropriate manner with non-violent offenders who have become involved with the correctional system.
- Ability to work independently, exercise discretion in decision making and apply creative and innovative thought in problem solving.

- Demonstrated strong interpersonal skill and ability to work effectively at all levels as a productively team member; including groups, individuals and governmental agencies.
- Demonstrated skill in organizing resources and establishing priorities to handle multiple tasks, projects and deadlines.
- Demonstrated ability to maintain confidentiality with client information and the ability to exercise discretion and independent judgment with minimal supervision.
- Must have the ability to communicate appropriate information effectively, offering feedback to the team, Reentry Coordinator and Program Operations Director.
- Must be able to maintain statistical information and offer qualitative evaluative information.
- Must be proficient in Microsoft Software, including Word, Excel, PowerPoint, Access and Outlook.
- Demonstrated cultural competence in programming and implementation.
- Must have working knowledge of Native system of services and diversions.
- Familiarity with concepts of Restorative Justice and experience engaging that philosophy into reentry programs.

DISCLAIMER:

- The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

MINMUM QUALIFICATIONS:

- Bachelor Degree in Justice, Social Work or related discipline.
- Two years minimum experience in the adult offenders or related field preferred.
- Must have experience working with Alaska Native people; have knowledge of their values and beliefs systems, and the ability to provide culturally competent services.
- Prior work experience working with restorative justice models.
- Valid Alaska driver's license is required.
- Continued employment is contingent upon receipt of a satisfactory report from a state and federal background check.