

Networks Northwest is seeking a dynamic, proactive 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 (north)**, 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 (MDOC) staff.

This position will work throughout **Antrim, Charlevoix, Emmet, and Kalkaska** counties and maintain a caseload of approximately 20-25 customers. This position is based out of the Petoskey Northwest Michigan Works service center. Some travel throughout the four-county coverage area will be necessary.

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 strengths-based employment and housing plans to identify, secure, and maintain full-time employment (30 hours a week) and permanent housing.
- Provide individual job counseling, coaching, and job retention services to Offender Success participants in order to address barriers to employment, develop and cultivate specific employment opportunities, and support participants in maintaining employment.
- Administer the Justice SPDAT vulnerability assessment and assist participants with identifying potential housing opportunities, submitting housing applications, and completing supportive and subsidized housing paperwork, including required Housing Choice Voucher (HCV) program documents.
- Interface with local housing and homeless service providers, potential landlords, area employers, and other community service providers as an advocate on behalf of participants.
- Assist in connecting participants to support services such as transportation assistance, basic needs, work supplies, identification, and other community resources to meet assessed needs.
- Attend and participate in Offender Success Transition Team meetings, sub-contract site visits, community-based meetings, and any MDOC required meetings/trainings.
- Interface regularly with MDOC staff regarding Offender Success referrals and services.
- Complete required documentation and reports.

Essential Qualifications, Knowledge, Skills & Abilities Required

- Bachelor Degree or equivalent experience preferred in human services, criminal justice, or related fields. Familiarity with Motivational Interviewing strategies preferred.
- Submit to an annual LEIN clearance by the MDOC.
- 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.
- Demonstrated ability to follow detailed instructions and use supervision appropriately.
- Experience in successfully managing multiple priorities.
- Able to interact positively with co-workers, participants, community partners, and stakeholders.
- Strong verbal and written communication skills.
- Accurate, timely, and detailed 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 **Wednesday, July 6th** to:

Lydia Bloem, Offender Success Regional Director

lydia.bloem@networksnorthwest.org