Thrive DC provides meals, crisis services, comprehensive social services, and intensive employment training to homeless and low-income women and men in downtown Washington, DC. This position will provide specialized reentry support to women in the Women in New Directions program, which includes work-readiness support, life skills and substance abuse services.

Job Title: Re-entry Program Manager
Immediate Supervisor: Executive Director
Hours: 40 hours/week, M-F 9:00 a.m.-5:00 p.m.

Position Summary:
This position is responsible for coordinating the offender Reentry Program, and serves as the central point of referral contact between Thrive DC and the CTF. The incumbent duties require close coordination, collaboration, tracking and monitoring of participants to ensure compliance with their service plan and terms of release. Responsibilities also include working closely with partner agencies to ensure program participants are engaged and supported in services that includes employment/training, housing, mentoring, and other comprehensive services.

Qualifications:
(Required):
Bachelor’s Degree and 5 years of experience, in restorative justice, victim advocacy, offender services, or related field. Experience with civic affairs, community groups, governmental (City, State and Federal) and community agencies. Experience supporting, empowering and managing individuals. Must have the capacity to handle stressful and complicated social situations as well as diverse tasks. Must be willing to work with the prison population. Computer literacy is required; must be able to use MS Office suite proficiently. Has to be able to work independently; strong work ethic and ability to work as part of a team; enthusiasm, sense of humor, creativity, flexibility, and patience. Must have reliable transportation.

(Preferred):
Graduate degree in social services, or related field and three years experience in working with people who are transitioning back into community after incarceration is preferred. Demonstrated planning, case management and counseling skills. Knowledge of the local community and support service providers. Experience in public speaking and working with the business community is helpful. Fluency in Spanish preferred.

Key Responsibilities:
- Works directly with non-violent offenders, the Department of Corrections (DOC) and CTF, and local service providers to plan for reintegration from incarceration into the community.
- Implements life skills and certification classes to WIND participants.
- Serves as the central point of contact between the Correction Treatment Facility and Thrive DC.
- Conducts initial pre-release screening to determine the level of service and support needed.
- Provides oversight/compliance of case management services through a system of care.
- Conducts primary case management tasks for WIND participants, including developing individualized treatment plans and clinical documentation of progress.
- Attends program and agency related meetings and conferences.
- Works closely with the JGA Evaluator in the collection of data, report writing and follow-up.
- Ensures individual participant case planning encompasses key partners, support and services.
- Develops and facilitates a strategy for community education and awareness of Offender Reentry and community notification regarding the return of specific offenders.
- Maintains relationships & contracts within network of local service providers.
- Maintains records and related documents of the committee.
- Facilitate restorative justice processes.
In addition to Re-entry Manager duties:

- Assist on program floor when necessary;
- Prepares clear and concise documentation, reports and correspondence;
- Demonstrate compassion, respect, courtesy, and tact when interacting with others;
- Prioritize, plan, and organize work to meet schedules and deadlines and respond and adjust to multiple demands;
- Utilize computerized data systems (Microsoft Office, ETO);
- Performs all duties in a culturally and linguistically appropriate manner;
- Maintain accurate and timely case notes and other records;
- Participate in weekly department meetings and monthly staff meetings;
- Work with program staff to assure coordinated services;
- Have the ability and willingness to do occasional physical labor including lifting, carrying, cleaning, etc; other duties as assigned.

Please send cover letter, resume, and three references to:
Hr@thrive.dc.org
No calls please