



Thrive DC provides meals, crisis assistance, emergency pantry services, employment training, reentry support, substance use disorder education as well as other comprehensive support services to vulnerable homeless and low-income men, women, and children in a safe, stable environment in Washington, DC.

Job Title: **Reentry Program Outreach Specialist**

Hours: Monday - Friday 9:00 AM – 5:00 PM  
Salary: \$50,000  
Status: Full Time

This position is responsible for coordinating Thrive DC's Reentry New Directions Project Reentry Program. The Reentry Program Outreach Specialist serves as the central point of referral contact between Thrive DC and the Department of Corrections and other related agencies/organizations.

The incumbent duties require the continued development and implementation of this new program in addition to organizing the 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:**

- Bachelor's Degree (Master's Degree preferred) and two years of experience, or six 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 be willing to work with the prison population and homeless community

### **KEY RESPONSIBILITIES:**

- Works directly with returning citizens, the Department of Corrections (DOC), halfway houses and local service providers to plan for community reintegration following incarceration.
- Performs complex case management for the reentry and integration of returning citizens discharging from a correctional facility or bureau of Prisons facility.



- Conducts in-reach activities including orientations, assessments, employment support and/or life skills sessions (i.e., DOC and halfway houses) as allowed
- Assists with program monitoring and evaluation; and assists with coordinating activities to produce an effective reentry transitional process.
  - Reviews returning citizens referred to the program and tracks progress through the case management process; conducts offender assessments to identify workforce and reentry barriers;
  - Implements assessments for identification of offender needs; and develops and implements case plans to address removal of offender deficiencies.
  - Coordinates with appropriate agencies in obtaining necessary returning citizens identification documents; assists in offender eligibility and application for various reentry benefits and services; and works with and provides liaison with program staff, government agencies, offender families, faith-based support groups, and other organizations.
  - Develops and maintains records on participating returning citizens; documents case records and reviews reports; and compiles and analyzes data and prepares summary reports.
  - Serves as the central point of contact between THRIVE DC and DOC, BOP, CSOSA.
  - 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.
  - Attends program and agency related meetings and conferences.
  - Works closely with the assigned 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 Reentry and community notification regarding the return of specific returning citizens.
  - Maintains relationships & contacts within network of local service providers.
  - Coordinates with Thrive DC's Employment Specialist/ Reentry Coordinator to help connect individuals with employment and services.
  - Coordinate with employers and business owners to cultivate relationships and opportunities for clients.

### **POSITION REQUIREMENTS:**

- Ability to work effectively under pressure of deadlines, and within budget constraints.
- Ability to work in a team environment, while also working independently.
- Demonstrated capacity to handle multiple tasks, projects and meet deadlines
- Excellent public relations, community organizing, negotiation, mediation, conflict management and meeting facilitation skills.
- Knowledge of Washington DC area for travel and/or community outreach
- Demonstrated ability to maintain confidentiality with sensitive information
- Computer literacy in word processing, email, internet and spreadsheets.



- Must have strong administrative and organizational skills including budget development and management, and grant administration and reporting.
- Demonstrate excellent verbal and written communication skills.
- Ability to develop strong relationships with diverse groups of citizens, who may have conflicting interests and opinions.

**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.