



## **PART-TIME MEN RE-ENTRY MANAGER**

### **GENERAL DESCRIPTION:**

- Leads the GNO Re-entry programs – Mercy House for men residential programs
- Coordinates an interdisciplinary team (case managers, program assistants and community partners) to develop and assess programming for Mercy House and Grace House for Women
- Provides case management for Mercy House men as appropriate in the in-take and orientation process. Coordinates or provides transportation for clients.
- Acts as liaison to Florida Department of Corrections, Probation, Law Enforcement and the Courts
- Coordinates client services to include case management, including progress/case notes, incident reports, group notes etc.
- Maintains records of clients served, services provided, referral sources, volunteers and hours served.
- Completes reports as needed, as well as annual reports. Assists with relevant grant applications.
- Ensures that the assigned programs are efficiently and effectively managed in accordance with established procedures as well as current best practices to achieve desired outcomes
- Coordinates admissions process
- Reports weekly on status of each program and keep data needed for accountability for applicable funding organizations
- Seeks and establishes meaningful collaboration with business, mental health, and substance abuse partners within the community to strength program offerings and community recognition
- Provides training and supervision of volunteers and interns

**EDUCATION:** Bachelor's Degree in social work, Criminal Justice or related field; significant Related experience and/or certifications may be acceptable

### **Other Qualifications:**

- Five years of experience in case management for re-entry or other assistance with second chance citizens
- Knowledge of crisis intervention, relapse prevention or supportive counseling best practices
- Knowledge of appropriate community resources for populations served
- Effective communication and writing skills
- Acceptable results of background investigation

Please send your cover letter and resume to [chevalb@goodnewsoutreach.org](mailto:chevalb@goodnewsoutreach.org).

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