



## **Resource Specialist**

Department: Resource Room | Reports to: Case Management Supervisor

The Northwest Regional Re-entry Center (NWRRC) is a non-profit organization which has been in continuous operation since 1964. We operate a 100-plus bed residential re-entry center and provide transitional services to offenders re-entering society from incarceration, for probation clients serving sanctions for violations of their supervised release, and for those under community restoration orders. Our mission is to support, educate and encourage our residents, while they do the work necessary, to develop and implement an Individualized Program Plan that guides them in the successful transition back into their communities/families including finding employment and housing, without reoffending. We are also committed to assuring constant supervision, providing structure for accountability and as a result, protecting the community.

### **Our Position:**

We are seeking an individual with a passion for providing high quality service in a residential setting to fill a **full time Resource Specialist** position. NWRRC provides a full array of services in a community setting, emphasizing community safety and resident self accountability. The Resource Specialist is primarily responsible to help residents to locate and maintain gainful employment, which plays a significant role in formerly incarcerated individuals' ability to remain crime free. Quickly securing full-time employment for offenders upon release is good for the individual, their family, employers, and the community.

Correctional facilities by nature can be stressful. Working in close proximity to individuals exhibiting a range of behaviors and personality traits may be problematic for someone even if they are normally even tempered and emotionally mature. The Security Monitor needs to be sensitive to the mood and behaviors of residents, establish boundaries, and be able to communicate uniform standards without emotionally exhibiting undue irritation or enabling behaviors. A majority of the position will be spent working in the Resource Room; however, some community work will be necessary and therefore a current Driver's License is required for this position.

### **Sample of Responsibilities:**

- Assists residents in seeking employment, including: the development of an accurate and business-like resume, information regarding public transportation, use of computer resources to find work opportunities, and referral of clients to potential employment sources.
- Conducts Employment Orientations with all residents within contract requirements. Performs weekly case notes with all unemployed residents.
- Conducts employment & vocational assessments to determine interests, skills and abilities. This assessment will determine the appropriate course of action regarding employment, schooling and training.
- Coordinates with residents to obtain appropriate identification prior to beginning job search.
- Monitors all resident job searches for appropriate activities, including approving the daily job search itinerary. Works with NWRRC's Field Monitors to conduct accountability checks.
- Conducts initial verification and on-site inspection of resident's proposed employment **prior** to the first day of work. Establishes a working relationship with the employer for future

communication. Enters and maintains permanent employment information and schedule in the Alert Log for monitoring purposes.

- Evaluates and refers residents to program or community resources such as SE Works, Central City Concern, Mercy Corp, local job fairs, etc.
- Conducts and documents weekly employment verification by telephone calls to employers. Maintains an active file of all employment information and verification throughout resident's placement.
- Maintains a resource file of employers who are willing to hire offenders and actively recruits new employers to add to this pool.
- Continuously develops relationships with employers, community resources, volunteer sites and relationships that can provide assistance and training to the offender population.
- Conduct in-house groups that are of benefit to the offenders such as Rent Well and financial literacy.
- Monitors offenders use of computers and other electronic devices in the Resource Room to ensure the appropriateness of content being accessed.

### **Qualifications:**

The Resource Specialist shall have a combination of education and experience that demonstrates a comprehensive knowledge of employment services, career development activities, and techniques to overcome barriers to employment frequently encountered by correctional clients. A Bachelor's Degree and at least 2 years of case management/employment services/direct client contact are strongly preferred. Professional experience and maturity is required for this position; the work and decisions made in this department affect all other departments. Effective communication verbally and through written documentation between multi-disciplinary departments is critical to success in this position.

- Must be available to meet the demands of a 24/7 facility; however, a general schedule can be anticipated as 8:00 AM to 5:00 PM Monday through Friday
- Must participate in our pre-employment screening process, including a Federal background check, DHS background check and drug test (includes the use of marijuana - prohibited under Federal law and NWRRC policy)

### **Perks:**

We offer great benefits and perks to our full-time staff. Here are some highlights on what we offer:

- Industry competitive wages with the potential for generous merit-based increases
- A supportive environment where growth is promoted
- Generous time off, including PTO, vacation and sick time
- Employer-funded SEP-IRA retirement plan (after 1 year); NWRRC currently contributes 7% of your gross wages
- 100% employer-paid medical and dental insurance premiums for you
- Tuition assistance, fitness center subsidy, and a free daily meal!

### **How to Apply**

For consideration, submit a resume and cover letter to Jessica, HR Specialist, at [jessicad@nw-rrc.org](mailto:jessicad@nw-rrc.org).

Thank you for your interest in joining our team!

Northwest Regional Re-Entry Center  
6000 NE 80th Ave  
Portland, OR 97218