



Case Manager

Department: Case Management | 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 Case Manager** position. Case Managers directly contribute to the success of both their residential clients and the NWRRC program in general. This position provides daily case management services and supervision for all Bureau of Prisons, Public Law, and Pretrial residents. The Case Manager supervises the progress of all program residents throughout their NWRRC placement, and assists these clients in achieving a successful transition.

Responsibilities:

The Case Manager shall perform case management and counseling services for assigned residents, including, but not limited to, the following services:

- Intake orientation and needs assessment on all program residents;
- Development of initial program plan and goals, and subsequent bi-monthly progress and termination reports
- Needs assessment and facilitation of drug, alcohol, and/or mental health treatment
- Documentation of BOP, Probation, or Court requirements
- File required documentation, e.g. Notice of Release and Arrival, urinalysis testing records, fingerprints, case notes, etc., as mandated by the SOW
- Evaluation and facilitation of “level” change and administration of all social passes
- Provide assistance in locating appropriate community services, including medical, dental, aftercare, and release residence;
- Determine suitability of placement and recommend for home confinement program as eligible. Monitor all activity of electronic monitor home confinement participants
- Facilitation of release planning
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The Case Manager shall provide supervision, security and disciplinary services as required, including, but not limited to:

- Monitors employment progress and performance, in collaboration with the Employment Placement Specialist
- Documents collection of subsistence fees and monitors hours worked
- Conducts both routine and random checks of resident accountability
- Monitors appropriate behavior standards and counsels resident accordingly

- Enforces BOP policies to ensure safety of all residents as well as staff
- Collects urine specimens and conducts breathalyzer testing, as needed
- Writes incident reports or counsels residents as required

Qualifications:

The Case Manager shall have a Bachelor's Degree in Social Sciences from an accredited college or university and sufficient hours in sociology, psychology, social work, corrections, criminal justice, or related fields to understand and work effectively with adult offenders. In addition, one year of experience working in human services, corrections or community based services is required. Applicants must have good communication skills, both written and oral. Applicants must be comfortable in a variety of communication settings with both correctional clients and correctional service providers such as probation officers and prison officials.

Clearance: Must successfully pass State and Federal background investigations and a drug screening to work in a facility with State and Federal offenders. The use of/testing positive for any detectable level of cannabis is not tolerated.

Selection for and continued performance in this position may be subject to successful completion of pre-employment and periodic psychological assessment to evaluate the individual's strengths and weaknesses which are directly relevant to the requirements of this position.

As of November 22, 2021, all NWRRC staff are required to be fully vaccinated against COVID-19.

Perks:

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

- Pay: Industry-competitive wages and the potential for generous merit-based increases and annual cost of living adjustments (COLAs).
- Medical, dental and vision: NWRRC pays 100% of the premium cost for the staff member.
- Retirement: NWRRC offers an employer-funded SEP-IRA retirement plan. After 1 year, staff receive a 7% employer contribution into their account on a quarterly basis. You can contribute on your own if you want, but NWRRC will still contribute the 7%.
- Time off: All fulltime staff receive 6 days of PTO on January 1st (prorated for those hired after the beginning of the year), specific departments receive an additional 6 days of PTO July 1st, and all fulltime staff accrue up to 12 days of additional vacation and 12 days of sick time annually, to start.
- Tuition Assistance: Staff who are working on a degree or certificate in a related field of study can apply for this program. NWRRC will cover up to 50% of eligible tuition and course fees.
- Fitness: We will pay staff up to \$50 monthly for going to the gym/exercising.
- Free Meal: Staff who work over meal service can eat for free from our cafeteria. We have a great food service program!

How to Apply

For consideration, submit an employment application, resume and cover letter to Jessica Dietz, HR Specialist, at jessicad@nw-rrc.org. A copy of your degree and transcript will be required for education verification.

Thank you for your interest in joining our team!

**Northwest Regional Re-Entry Center
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