



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 150-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 Resource Specialist 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.

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.

- Schedule: 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
- Background: All of our staff must pass a state and federal background investigation, as well as a pre-employment drug test. Under our federal contract, testing positive for marijuana/THC is a disqualifier. This positive requires a valid Driver's License
- COVID-19 Vaccination: For the ongoing safety of our staff, residents and public, all staff are required to be fully vaccinated against COVID-19. Proof of vaccination is required upon hire.

Perks:

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

- Time off: Staff receive 18 days of PTO and vacation annually (that's 3.6 weeks!), half front-loaded and half accrued. Staff also accrue 12 days of sick time annually. We also provide paid time off for bereavement and jury duty. NWRRC has 6 paid holidays.
- Healthcare: We pay 100% of the medical, vision and dental premiums for our staff. That's a value of up to \$673 monthly. Insurance begins the first of the month following date of hire.
- Retirement: We have an employer-funded SEP-IRA retirement plan. You are eligible after 1 year and we will contribute 7% on a quarterly basis.
- Tuition assistance: After 6 months, we will pay up to 50% of your tuition cost for a degree or certificate in a related field of study.
- Fitness: We will pay you up to \$50 monthly for exercising/going to the gym.
- Free meal: If you work over meal service, you can eat for free here. The food is delicious!

How to Apply

For consideration, submit a resume and cover letter to Jessica, HR Specialist, at jessicad@nw-rrc.org. Thank you for your interest in joining our team!