



JOB ANNOUNCEMENT

CASE MANAGER

POSITION SUMMARY

The New Jersey Institute for Social Justice is seeking a talented and experienced human services professional to serve in the central position of its New Careers Project, a demonstration program slated to begin in late autumn, 2005.

New Careers is a Newark-based project to help newly released state prisoners reintegrate into the local community. Sustained paid employment is a primary program outcome goal. The program model includes an 8-10 week *transitional jobs* component, counseling, job readiness & life skills training and community service. The primary program modality is comprehensive goals-driven case management.

The Case Manager will be responsible for assessing participant's strengths and needs, implementing treatment plans, coordinating delivery of in-house and community-based services and short-term counseling.

ABOUT NJISJ

Founded in 1999, by the Alan and Amy V. Lowenstein Family Foundation, the New Jersey Institute for Social Justice (NJISJ) is an urban policy research and advocacy organization dedicated to the advancement of residents of New Jersey's inner city communities through research, policy analysis, community education, advocacy, implementation of demonstration projects and facilitating government-private-nonprofit partnerships. NJISJ seeks to challenge the barriers that constrain inner cities and the residents from achieving their full potential. Our activities are currently framed within three initiatives: economic opportunity, focusing on barrier to employment and business opportunities; equal justice, addressing the impact of the state's criminal justice policies on inner city residents and communities; and regional equity, challenging structural disparities in access to housing and financial services.

DUTIES AND RESPONSIBILITIES

The Case Manager's responsibilities include:

- Participation in the participant screening and selection process
- participant assessments
- writing and implementation of participant treatment plans
- maintaining a case record for each participant
- providing regularly scheduled check-in, coaching and counseling sessions with participants as appropriate

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Case Manager, New Careers Project

- locating and verifying community-based service resources and maintaining a database of community service providers
- providing participants with referrals and follow up for needed services
- crisis intervention for participants and their families
- assessment and referrals for participants' family members when appropriate
- contributing to the ongoing development of program strategies that facilitate achievement of participant goals and program goals
- preparing and submitting reports and performing other appropriate duties that contribute to the success of the project.

QUALIFICATIONS

New Careers Project Case Managers must be experienced human services professionals with specific strengths in client needs assessment, crisis intervention, counseling and resource development. Case Managers must possess

- a) an MSW, CSW, LCSW or post graduate degree in human behavior, or human service field of study,
- b) five or more years of experience working directly with persons in transition **or an appropriate combination of a) and b),**
- c) ability to work effectively in a team approach,
- d) experience working with persons in recovery from alcohol and drug addiction is a plus,
- e) excellent clinical skills with experience in short-term group and individual counseling,
- f) excellent organizational skills,
- g) excellent oral and written communication skills.

Bilingual abilities (Eng/Spa) are strongly desired

The New Jersey Institute for Social Justice is an equal opportunity employer. Persons of color and women are actively encouraged to apply.

APPLICATION PROCEDURE

Applicants should submit a cover letter with a resume and writing sample and a list of significant achievements by mail or e-mail to:

Allen James
Project Director
New Jersey Institute for Social Justice
60 Park Place, Suite 511
Newark, New Jersey 07102
e-mail: ajames@njisi.org



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EMPLOYMENT SPECIALIST

POSITION SUMMARY

The New Jersey Institute for Social Justice is seeking a motivated individual with a skill set derived from training and experience in human resources management, marketing or job development to fill the position of *Employment Specialist* with its New Careers Program, scheduled to start in late Fall, 2005.

New Careers is a Newark-based project to help newly released state prisoners reintegrate into the local community. Sustained paid employment is a primary program outcome goal. The program model includes an 8-10 week *transitional jobs* component, counseling, job readiness & life skills training and community service. The primary program modality is comprehensive goals-driven case management.

The Employment Specialist will

- develop and implement marketing strategies for the New Careers project and its participants;
- develop job opportunities for program participants in the local business and nonprofit sector;
- prepare participants to be successful job candidates;
- facilitate their placement in permanent jobs, or appropriate training programs;
- work with employers who have hired participants to develop employer/employee support services;
- continue to work with participants after they are hired to maximize job retention and facilitate wage progression and
- perform other appropriate duties that contribute to the success of the project.

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QUALIFICATIONS

Candidates should possess a combination of education (college level) and experience that enables them to perform the duties described in this announcement with thoroughness and excellence.

The successful candidate will be a highly organized person who possesses

- excellent oral and written communication skills
- an ability to model excellent workplace comportment to students
- an ability to interact comfortably and effectively with the participant population
- a demonstrated ability to gain access to and negotiate effectively with high level business managers and government agency managers
- ability to help participants develop strong job acquisition and job retention skills

The successful candidate will be able to demonstrate her/his ability to achieve positive employment outcomes with a *hard to employ* population. Strong advocacy skills are a must. Experience working with formerly incarcerated persons is strongly desired. Bilingual abilities are a plus.

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e-mail: ajames@njisi.org



NEW CAREERS PROJECT

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PROGRAM ASSOCIATE

POSITION SUMMARY

New Careers is a Newark-based project to help newly released state prisoners reintegrate into the local community with sustained paid employment as a primary program outcome goal. The program model includes an 8-10 week *transitional jobs* component, counseling, job readiness & life skills training and community service. The primary program modality is comprehensive goals-driven case management.

As a pivotal member of the project team, the Program Assistant will provide administrative and logistical support to Case Managers and Employment Specialists at the program site. The Program Associate will also serve as project's frontline interface with participants, families and the community-at-large.

Duties will include

- general management of the program site office;
- maintenance and publication of staff and project schedules;
- planning and facilitating project events;
- database maintenance;
- participant tracking and follow-up;
- other appropriate duties in support of the project;

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QUALIFICATIONS

- a) Two years of college level study
- b) At least three (3) years' of experience as an executive or administrative assistant with coordination duties in an operational office setting or an appropriate combination of a) and b).
- c) Experience in working effectively in an educational, rehabilitative or human services environment
- d) an ability to interact comfortably and effectively with the participant population
- e) Facility with Microsoft Office applications, especially Word, Excel and Outlook; ability to work with Access and PowerPoint is helpful
- f) Excellent interpersonal skills
- g) Excellent oral and written communications skills

Work schedule flexibility is helpful. Strong advocacy skills are a must. Experience working with formerly incarcerated persons is strongly desired. Bilingual abilities are a plus.

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