Under general supervision of the Executive Director, the Re-entry Coordinator will be responsible for taking a lead role in coordinating activities to assist offenders’ transition back to the community. The Re-entry Coordinator will also be responsible for facilitating case management activities to include, but not limited to referrals to one-stops and other community based agencies, employment preparation, and housing search. Will also be responsible for supervising the Academic Instructors and maintain accurate statistical records and prepare reports.

This position is for employment at the Pitches Detention Center, located at 29320 The Old Road, Castaic, CA 91384. All job responsibilities will take place in a jail setting.

DUTIES AND RESPONSIBILITIES

- Ensure strong alliances in the community with agencies and organizations dedicated to employment readiness.
- Conducts research to understand industry and employment trends and skills needed by job seekers.
- Coordinate referrals to community based organizations that will provide the needed services for students transitioning into the community.
- Responsible for assessing the current needs of the students.
- Provide counseling and case management.
- Prepares written and oral reports as well as related documents as needed.
- Responsible for supervising Academic Instructors

REQUIRED KNOWLEDGE AND ABILITIES

- Ability to demonstrate understanding and awareness of the employment related concerns of offenders transitioning into the workforce.
- Ability to develop and maintain a strong relationship with other community organizations.
- Knowledge of career counseling and job search techniques.
- Knowledge of community resources available for ex-offenders.
Knowledge of Case Management principles, local labor market information and support services available.

Ability to supervise others.

Ability to meet assignments and manage deadlines.

Ability to work independently with minimum supervision as well as part of a team.

Ability to work in a timely and efficient manner.

Ability to use a calculator in order to perform basic math functions.

Excellent written and oral communication skills required.

Must be computer literate in all Microsoft programs and the Internet.

Must possess reliable transportation and a valid California Drivers License and be able to provide proof of current automobile insurance.

EDUCATION AND EXPERIENCE
Bachelor’s Degree in Sociology, Psychology, Counseling or related subject area preferred. Teaching experience is highly desirable. Teaching Credential is highly desirable. The ability to speak Spanish may be required and/or is highly desirable.

APPLICATION PROCEDURE
Applications may be obtained at and should be submitted to:

HUB CITIES CONSORTIUM
2677 ZOE AVENUE
HUNTINGTON PARK, CA 90255
Attention: David Pelayo (pelayo@hubcities.org)

All applications will be accepted until the position is filled All applications will be reviewed, only those candidates whose application demonstrates the best combination of qualifications and experience will be invited to the interview process.

All employees hired to work at the Pitches Detention Center will need to be fingerprinted and must pass a background investigation in order to work in the jail facilities and access the internet.

Hub Cities Career Center is an Equal Opportunity Employer and operates under a drug free workplace policy approved by the HCCC Board of Directors.