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| Job Title | Intake Specialist |
| PVN ID | JJ-1908-003230 |
| Category | Instruction and Social Service |
| Location | JOHN JAY COLLEGE OF CRIMINAL JUSTICE |
| Department | Prisoner Reentry Institute (PRI) |
| Status | Full Time |
| Salary | Depends on qualifications |
| Hour(s) a Week | 35 |
| Closing Date | Nov 27, 2019 (Or Until Filled) |

General Description

The Prisoner Reentry Institute (PRI) of John Jay College of Criminal Justice is seeking a full-time Intake Specialist to support PRI's work as a grantee of The Mayor's Collaborative Innovation Initiative. This new program, entitled "Pathways to College and Careers" (PCC) -- will create a seamless pathway to postsecondary education for New York City-based, criminal justice-system involved adult learners who want to pursue their high school equivalency (HSE) credential through a partnership between PRI's and the Manhattan Educational Opportunity Center (MEOC). PCC seeks to serve justice system-involved adults leaving the Rikers Island jail complex, New York State correctional facilities, and those connected to community-based organizations, who lack a high school diploma or HSE credential.

The Intake Specialist will support outreach efforts to engage eligible participants, conduct intake assessments, provide short-term case management, and refer eligible participants to MEOC's HSE programming. The Intake Specialist will work collaboratively with MEOC staff to support participants throughout their educational journey. In addition, the Intake Specialist will support PRI's program manager to develop program protocols and procedures.

Other Duties

The Intake Specialist will:

- Work with the program manager to develop a multi-layered outreach strategy to reach and recruit eligible participants;
- Conduct varied types outreach, including delivering program-related presentations at community meetings, resource fairs and forums;
- Work with program manager to create intake and service-related protocols and procedures;
- Conduct initial screenings with prospective program participants to determine service eligibility;
- Conduct intakes and educational assessments with participants to determine educational goals and

- related service needs
- Write service plans with participants to support their educational goals
- Input and track data;
- Work collaboratively with program partners to develop and execute program goals;
- Support program manager in developing resource and information guides for PRI students.
- Provide short-term individualized case management, as needed, to participants in need of additional services (eg. vital document retrieval, referrals to housing, healthcare, legal services)
- Input and track data;
- Work collaboratively with program partners to develop and execute program goals;

Qualifications

The ideal candidate will have:

- An Associate's or above in a Human Services, Education, Social Work, Community Health, Criminal Justice, or related field;
- At least two years of experience in direct service work
- Knowledge of the reentry process and/or HSE programming
- Ability to develop strong working relationships with system-impacted individuals;
- A strengths-based approach to working with people;
- Proven experience engaging diverse stakeholders and service providers to coordinate services
- Strong organizational skills and ability to manage multifaceted, complex administrative processes
- Demonstrated ability to think strategically about program needs
- A commitment to contributing to opportunity and equity for incarcerated and formerly incarcerated and justice involved people
- Demonstrated ability to respond calmly and thoughtfully to emergencies and to develop solutions in partnership with students and relevant stakeholders
- Strong writing skills
- Basic proficiency in Microsoft Excel, Office, Powerpoint, project management software, internet research.

About PRI:

The Prisoner Reentry Institute (PRI) is one of twelve institutes that collectively comprise the Research Consortium of the City University of New York (CUNY). PRI is a center of research and action at the John Jay College of Criminal Justice. PRI is committed to providing opportunities for people to live successfully in the community after involvement with the justice system. Capitalizing on its position within a large public university and recognizing the transformational power of education, PRI focuses much of its work on increasing access to

higher education and career pathways for people with conviction histories. PRI's comprehensive and strategic approach includes direct service, research, technical assistance, and policy advocacy.

To learn more about our work, please visit www.johnjaypri.org.

The Research Foundation of the City University of New York is an equal opportunity, affirmative action, Americans with Disabilities Act, E-Verify Employer.