

Job Title	Intake & Case Management Specialist
PVN ID	JJ-1810-002780
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	John Jay College Prisoner Reentry Instit
Status	Full Time
Annual Salary	\$43,000.00 - \$48,000.00
Hour(s) a Week	35
Closing Date	Mar 05, 2019 (Or Until Filled)

General Description

The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a full-time Intake Case Manager. This individual will be a part of a team of intake staff who are tasked with orientating incoming participants to the suite of services PRI offers. They will serve as the first point of contact for individuals interested in accessing PRI-wide direct service programming including the College Initiative program, Prison to College Pipeline and Career Pathways. In addition to facilitating intake appointments, the Intake and Case Management Specialist will provide short-term case management to ensure that participants are getting the support they need to succeed in their education and careers. The ideal candidate will have experience in the field of reentry and will be enthusiastic about providing support to individuals with justice involvement.

About the Prisoner Reentry Institute

The Prisoner Reentry Institute (PRI) is a center of research and action at the John Jay College of Criminal Justice. PRI has a diverse portfolio of projects that focus on identifying what it takes for people to live successfully in the community after justice involvement and on increasing the effectiveness of the professionals and systems working with them. 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 for people with criminal histories. PRI's comprehensive and strategic approach includes direct service, research, technical assistance, and policy advocacy.

Other Duties

Job Responsibilities:

Reporting to the Intake and Supportive Services Coordinator, the Intake & Case Management Specialist will:

- Facilitate intakes with prospective PRI participants screening for college readiness, legal services, and career readiness.
- Input intake data into tracking sheet.
- Maintain intake case notes.
- Case conference with other PRI staff to refer prospective participants to appropriate services, including internal referrals to PRI services. Participate in ongoing case conferences to ensure continuity and quality of services across PRI programs.
- Provide short-term individualized case management, as needed, to participants in need of additional services (eg. referrals to housing, healthcare, legal services etc.).
- Co-facilitate College Initiative Orientations with peer mentors.
- Assist in research for PRI wide resource guide.
 - Travel to service organizations to get a sense of service quality and cultural competency
- Attend community events and resource fairs partner to share about PRI services.
- Case conference across PRI programs to best utilize the knowledge and resources of PRI

Qualifications

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We are seeking candidates who have experience in and/or knowledge of the social service landscape in NYC. In addition, candidates should have:

- An Associate's degree or Bachelor's degree in a Human Services, Social Work, Community Health, Criminal Justice, or related field;
- At least two years of experience in case management
- Integrity and a deep commitment to educational access for all people.
- Ability to work independently and collaboratively in a demanding and complex work environment, to carry out complex assignments in a timely manner and to adapt to changing situations and priorities
- Demonstrated ability to respond calmly and thoughtfully to emergencies and to develop solutions in partnership with students and relevant stakeholders
- Proven experience engaging diverse stakeholders and service providers to coordinate services
- Strong attention to detail, ability to multi-task and participate effectively in team based services
- Proven experience in facilitation and comfort engaging large groups as well as working with individuals in smaller settings.
- Integrity and a deep commitment to educational access for all people.
- Basic proficiency in Microsoft Excel, Office, Powerpoint, project management software, internet research
- A valid driver's license in good standing.
- Candidates with relevant life experience preferred.

Individuals must be able to gain clearance in NYC Department of Corrections (DOC) and NYS Department of Corrections and Community Supervision (DOCCS) facilities. For more information, please review [DOCCS policies](#) and [DOC policies](#).

How to apply

Please include a cover letter and resume