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| <b>Job Title</b>      | Intake & Resource Coordinator        |
| <b>PVN ID</b>         | JJ-1707-001935                       |
| <b>Category</b>       | Instruction and Social Service       |
| <b>Location</b>       | JOHN JAY COLLEGE OF CRIMINAL JUSTICE |
| <b>Department</b>     | Prisoner Reentry Institute           |
| <b>Status</b>         | Full Time                            |
| <b>Annual Salary</b>  | \$40,000.00 - \$45,000.00            |
| <b>Hour(s) a Week</b> | 35                                   |
| <b>Closing Date</b>   | Sep 25, 2017 (Or Until Filled)       |

## General Description

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The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a full-time Intake & Resource Coordinator to serve as the first point of contact for students interested in going to college after involvement with the criminal justice system. College Initiative (CI) — a project of PRI's Educational Initiatives (EI) — is dedicated to creating successful pathways to college for students who have been involved in the criminal justice system. The Intake & Resource Coordinator will have a dual focus on engagement and resources. S/he will be responsible for supporting students through the three-part process of becoming part of the College Initiative community: a one-on-one consultation, orientation and matching students to an Academic Counselor. The Intake & Resource Coordinator will also be responsible for researching, organizing and sharing resources available to the students in the community. S/he will work closely with the academic counseling staff to keep them up to speed on resources available for the students they serve. The Intake & Resource Coordinator will be supervised by the Director of Community-Based Services and meet for weekly supervision. In addition to supervision, they will be required to attend staff meetings and counseling meetings. The Intake/Resource Coordinator will also have the opportunity to visit correctional facilities with both our city and state outreach coordinators to meet potential students while they are still inside.

The ideal candidate will have experience with reentry counseling and higher education, and be enthusiastic about providing support to individuals with justice involvement.

### About the Prisoner Reentry Institute

The Prisoner Reentry Institute (PRI) is one of twelve institutes that collectively comprise the Research Consortium of the John Jay College of Criminal Justice. PRI's diversified portfolio reflects an overall focus on understanding what it takes for people to live successfully in their communities after contact with the criminal justice system, and on increasing the effectiveness of the professionals and systems that work with them. Central to PRI's work is a commitment to creating access to higher education for people who have been

involved in the criminal justice system. This goal is pursued through PRI Educational Initiatives, which currently provide a college access program in six state prisons and community-based services to assist people in enrolling and succeeding in college post-release. The Educational Initiatives are complemented by PRI Fellowship Initiatives, which provide opportunities for students to combine their academic learning with field placements and professional development opportunities. PRI is the administrator of the NYC Justice Corps, which seeks to build beneficial relationships between communities and young people who are returning to the community after criminal justice involvement. We also undertake policy initiatives, focusing especially on housing options available to people after incarceration.

## Other Duties

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### **Job Responsibilities:**

Reporting to the Director of Community-Based Services, the Intake & Resource Coordinator will:

#### **Intake:**

- Schedule consultations with prospective student members, maintain consultation outreach lists, maintain and compile consultation data, add new members to data management system once they have completed their consultation appointment, and periodically review and revise consultation materials with CI staff
- Schedule orientations, maintain orientation data, and follow up with students
- Match new members with an Academic Counselor based on student needs and counselor strengths, and connect new students to their Academic Counselor

#### **Resource Development:**

- Create a resource guide for staff and students
- Travel to service organizations to get a sense of services and quality
- Share information about services College Initiative provides to other social service agencies
- Generate contacts at organizations who will serve as point people for CI students
- Provide regular updates to College Initiative staff about new resources and referrals or changes in any previous services
- Work with the Mentoring and Alumni Coordinator to identify alumni who work at social service agencies and can be point people for CI students
- Digitally organize resources for easy lookup

## Qualifications

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### **Qualifications**

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

- A Bachelors' degree or advanced degree in a Social Services, Communication or related field and at least two years of experience in resource coordination, or the equivalent
- Ability to develop and manage relationships and ensure accountability among colleagues and partners
- 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
- Excellent written and verbal communications skills and ability to effectively communicate with diverse constituent groups
- Excellent computer skills including, but not limited to, Microsoft Excel, Office, PowerPoint, meeting scheduling software, project management software, internet research
- Training in Motivational Interviewing desirable
- Individuals with prior criminal justice involvement are encouraged to apply, but 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](http://www.doccs.ny.gov/Directives/4750.pdf) (<http://www.doccs.ny.gov/Directives/4750.pdf>) and [DOC policies](http://www.nyc.gov/html/doc/downloads/pdf/VolunteerServicesBooklet071814-single%20page.pdf) (<http://www.nyc.gov/html/doc/downloads/pdf/VolunteerServicesBooklet071814-single%20page.pdf>).

### **Salary range**

Salary commensurate with experience; \$40,000-45,000.

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