



## **Job Description**

### **EXIT Temporary Part-time Reentry Specialist**

**The Position:** This is a professional position under the direction of the EXIT Program Manager that will work directly with those in a Reentry capacity to obtain goals as directed by the court system.

**Qualifications:** An Associates or Bachelor's Degree in Criminal Justice, Social Work, Human Services, Education or related field is strongly preferred, but a combination of experience and education will be considered. Lived experience is encouraged.

**This position will work no more than 20 hours a week, preferably from 8:45am-12:45pm, Monday through Friday at a rate of \$22/hour, with a current end date of September 30<sup>th</sup>.**

#### **Key Responsibilities:**

- Welcomes participants and provides support during programming
- Participates in classroom instruction, activities and events with participants
- Interacts directly with courts, employers and instructors as needed
- Maintains a positive relationship with participants and community partners
- Screens for participant appropriateness and follows EXIT safety measures
- Attends outside committee meetings and off-site check-ins when directed
- Other duties as assigned to contribute to successful programming growth

#### **Expectations:**

- Experience and passion in working with a diverse client base
- Desire to work in an agency focused on reentry services and crime reduction
- Ability to instill trust in our agency and services to clients and referral sources
- Strong organizational skills and a highly professional work ethic
- Comfort and experience with technology and online programming
- Adaptable to working in a fast-paced, non-traditional office environment
- Facilitate or support group interactions and participant events as needed
- Establish appropriate boundaries and expectations with participants

**Please email your resume and cover letter to [info@mediatewestmichigan.com](mailto:info@mediatewestmichigan.com) or you may submit through our Indeed posting.**

*Serving Muskegon, Oceana, Mason & Manistee Counties*

