



Job Description

Re-entry Program Instructor-Resource Navigator

General Statement of Duties:

The Pathway Home Re-entry Program Instructor-Resource Navigator is responsible for assisting incarcerated and formerly incarcerated adults return to the workforce in the 24 counties of the Twin Districts Workforce Development Area (TDWDA). The Instructor-Resource Navigator will work directly with the Program Administrator and will establish relationships with employers interested in recruiting and hiring formerly incarcerated individuals. Instructor-Resource Navigator will also work with the formerly incarcerated individuals to navigate the process of finding gainful employment and removing barriers that often plague justice-impacted individuals.

The purpose of the Pathway Home Re-entry Program is to connect eligible incarcerated individuals to training opportunities and/or jobs upon release from a correctional facility. The program aims to reduce recidivism, improve offender outcomes by providing life skills training, job search and placement services, and mitigation of barriers to successful re-entry. The Instructor-Resource Navigator works with the individuals and the employers to make the strategic connections necessary to ensure successful re-entry for the returning citizens and a dependable labor pool for the employers.

Responsibilities:

- One-on-one case management with inmates and/or released individuals, helping them identify employment goals and collaboratively creating realistic, step-by-step plans to achieve those goals.
- Guide and support individuals in obtaining needs assessments, work-readiness training, occupational skills training, job searching or other activities that will place them on a meaningful work trajectory.
- Lead instruction of work-readiness, life skills, addressing barriers and other training for inmates in a group setting in the correctional facility.
- Assist individuals with navigating community resources and services as they re-establish their lives within the 24 county TDWDA. This may include public assistance, healthcare or other services.
- Complete data entry into participant services tracking system.



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- Guide and support individuals in obtaining personal documentation that may be necessary to obtain or update upon release. This may include a driver's license, birth certificate or other state identification.
- Coordinate necessary wrap-around services that will help mitigate barriers to employment.
- Establish new processes or ideas to ensure optimal coordination with organizations/partners that will mitigate or remove barriers to employment for the individuals.
- Develop a tool kit to equip individuals whose release and return is imminent.
- Recruit, establish and nurture relationships with employers interested in hiring formerly incarcerated individuals.
- Be knowledgeable of the benefits afforded employers who hire the formerly incarcerated.
- Work with other SMPDD workforce team members to identify hiring and training needs that are appropriate and available for returning individuals.
- Develop a tool kit to equip employers with the knowledge needed to recruit and hire workers with a criminal record.
- Collect, track, review and analyze benchmark data related to program performance and outcomes.

Knowledge and Skills:

- General understanding of and ability to learn all activities related to the Pathway Home Re-entry Program.
- Ability and willingness to work with a wide range of individuals with different life experiences, from the incarcerated or recently released to the corporate CEO.
- Understand the importance of confidentiality with clients, employers and other work-related information.
- Strong organizational skills and ability to maintain electronic records.
- Strong communication skills – written, oral and listening.
- Progressive knowledge of the political and socioeconomic implications of workforce development.
- Familiar with Microsoft Office and ability to enter data into Excel spreadsheets.
- Must be able to pass background checks allowing access to Regional Correctional Facility.
- Must be able to work hand-in-hand with Correctional Staff to ensure safety of staff and clients.
- Ability to work independently on projects but also as a member of a team.
- Possess critical, problem-solving skills.
- Ability to occasionally travel, overnight or otherwise.



Education and/or Experience:

- B.S./B.A. Degree in a relevant field of study preferred, i.e. workforce training, social sciences, working with at-risk populations, case management.
- Knowledge of the workforce development field and how the re-entry program is a workforce development tool.
- Equivalent combinations of education and experience may be considered.

Job Locations:

- Two positions are available to service both the Kemper/Neshoba County Correctional Facility in DeKalb and the Leake County Correctional Facility in Carthage.
- Two positions are available to service both the Stone County Correctional Facility in Wiggins and the Marion/Walthall County Correctional Facility in Columbia.
- Two positions are available to service both the Stone County Correctional Facility in Wiggins and the George/Greene County Correctional Facility in Lucedale.
- Office check-in location will be determined based on location of correctional facility you serve. SMPDD has offices in Gulfport and Hattiesburg, but the majority of the workdays will be spent at the correctional facility.

How to Apply:

Send cover letter and resume to Rob Lincoln at rlincoln@smpdd.com. Please indicate preferred correctional facility location in your cover letter.