



Southern Mississippi Planning & Development District

BUILDING A STRONGER MISSISSIPPI
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 helps 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.
- 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.
- Facilitate Moral Reconciliation Therapy (MRT). Training for certification will be provided.
- Complete data entry into participant services tracking system.
- 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.



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- 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.
- 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 and maintain Individual Development Plans 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.
- Other duties as assigned.

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.



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- Ability to work independently on projects, while maintaining communication with the re-entry team and Program Administrator.
- Possess critical, problem-solving skills as well as sound judgement in complex or sensitive situations.
- Ability to occasionally travel, overnight or otherwise. Work travel will be reimbursable and a reliable source of transportation is needed.

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:

- One position is available to service the Leake County Correctional Facility in Carthage and two positions are available to service the George County Correctional Facility in Lucedale.
- Office check-in location will be Hattiesburg or Gulfport, but most of the work time will be spent at the correctional facility.

Reports to:

Pathway Home Program Administrator