

PERFORMING STATISTICS



JOB DESCRIPTION

Performing Statistics is a cultural organizing project that models, imagines, and advocates for alternatives to youth incarceration. The Reentry Coordinator's primary role is to assist the Engagement Director and Case Manager in supporting the health and safety of all young people who come in contact with Performing Statistics, particularly through the direct service program, the Youth Ambassador Squad (YAS), and our Reentry Program. The Reentry Coordinator provides direct support to young people navigating the juvenile justice system with their court-mandated requirements, reentry support, and their personal goals for their future. They are supervised by the Case Manager and Engagement Director. Essentially, the Reentry Coordinator is a guide and mentor to all of the young people who are willing to grow with our project.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Case management

- Support Case Manager in providing up to 5 hours of direct contact per week with each teen in the Youth Ambassador Squad (YAS), or receiving reentry support
- Assist Case Manager and Engagement Director with file management and administrative duties
- Support Case Manager in communicating and maintaining relationships with family members as needed
- Support Case Manager with consistent communication with mandated court service professionals, such as parole officers and judges
- If needed, showing up in court to support teens in our programs
- Co-design and support community and family engagement methods with Case Manager and Engagement Director

Youth reentry programming

- Support Case Manager with the recruitment of YAS members
- Support youth workshops alongside the Case Manager
- Develop genuine, meaningful relationships with YAS members and reentry youth
- Prepare for YAS meetings (create agendas, take attendance, take notes, contact young people, coordinate transportation for youth, order food, etc.)
- Coordinate YAS field trips
- Seek out new resources for reentry youth and the reentry program
- Support Case Manager with community service for YAS members and reentry youth

- Keep process updated to track intakes, contact information, YAS point system and support Case Manager with follow up calls to youth after 6 months, as needed
- Evaluating the YAS point system and making suggestions for incentives for milestones
- Coordinate resource navigation for YAS and reentry youth (scheduling appointments and grocery drop offs, for example)
- Manage reimbursements for YAS members

Research and data

- Identify youth needs and barriers to successful reentry
- Research best practices for supporting youth navigating the juvenile justice system
- Support Case Manager and Engagement Director in providing support to partners, as needed
- Support data collection for evaluation purposes

Organizational strategy

- Participate in, and sometimes co-lead, trauma-informed, youth and staff development trainings
- Co-design partner engagement methods with Case Manager and Engagement Director
- Participate in organization and project assessments and organizational strategic planning
- Other duties, as assigned by the co-directors

KNOWLEDGE, SKILLS, AND ABILITIES

The Case Manager should possess the following set of knowledge, skills, and abilities whether earned through formal education or through experience:

- Case management
- Highly values confidentiality
- Ability to navigate legal processes effectively
- Self sufficient/self-starter
- Relationship-centered
- Good written and verbal communicator
- Ability to code-switch well
- Assertive
- Empathetic
- Works well under pressure
- Consistent
- Flexible
- Ability to self-manage time based on a 40-hour week
- Knowledge of basic word processing, preferred (i.e., Microsoft Products, Google Drive)

EDUCATION AND EXPERIENCE

A great candidate will have experience with the following areas, whether through formal training like a BS in school work or through lived experience.

- Experience working with young people who have experienced some of the following: incarceration, court involvement, homelessness, mental health issues, substance abuse issues, or the lack of family support/supportive adult
- Experience working on a team and the ability to work independently
- Managing young people
- Trauma-informed trained
- Culturally competent youth programming
- Working with high school aged youth
- Conflict resolution
- Crisis management
- Youth development
- Case management
- Administrative duties

EMPLOYMENT STATUS

This is a full-time, hourly position, 40 hours per week, starting at \$25/hour. Benefits included. Interested candidates must be located in or willing to relocate to Richmond, Virginia.

HOW TO APPLY

Send a cover letter, resume, and three references to info@performingstatistics.org. Deadline to apply is August 21, 2020. Interviews will take place the week of August 24. We hope to make the final decision by the week of August 31 for a mid-September start date.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

Performing Statistics is a project of Social and Environmental Entrepreneurs (SEE). As such anyone working for Performing Statistics is employed by SEE who is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. SEE, and Performing Statistics, do not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws and is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.