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## Reentry Coordinator

### Summary

Michigan's State Appellate Defender Office (SADO) represents 190 of Michigan's 363 juvenile lifers—individuals who were sentenced as children (age 17 and under) to mandatory life without parole sentences. They will have the opportunity for release after serving a minimum of 25 years in prison; many have already served over 40 years. Reentry back into the community for any formerly incarcerated person can be difficult, but it is especially difficult for individuals who entered prison as children and leave as adults. Reentering juvenile lifers need assistance with identifying community support, learning how to use technology, developing skills to manage finances, finding reliable transportation, obtaining a driver's license, applying for public benefits, finding employment and housing, and much more. Because of the amount of time that has passed during their incarceration, many individuals are without family or friends to assist with these substantial needs.

SADO's Project Reentry, comprised of a team of Masters of Social Work interns, assists returning citizens in these areas while coordinating the development of reentry plans that also assists attorneys in case litigation. The Reentry Coordinator is responsible for overseeing the work of the interns and for daily operations of the project.

### Essential Duties and Responsibilities

- Process reentry referrals received from attorneys, prioritize referrals by deadline, assign reentry referrals to team members, track assignments and case status, and manage team caseloads
- Assist team members with video visits, client follow-up, and generally advise team throughout the development of Comprehensive Reentry Plans (CRPs) and post-release processes
- Maintain own client caseload and produce CRPs and provide post-release support as needed
- Coordinate transition team meetings with the Michigan Department of Corrections
- Serve as a liaison between SADO staff and Project Reentry team to ensure communication and maintain internal goals of multi-dimensional client-centered representation
- Lead monthly team meetings
- Coordinate monthly reentry workshops by identifying speakers and topics, handling event day logistics, generating attendance list, scheduling transportation, creating handouts and materials, and evaluating workshop success

- Attend community meetings relating to reentry and criminal justice issues and establish connections with service providers and community members
- Collaborate with outside agencies and service providers to provide effective services to reentering citizens
- Maintain regular contact with released clients to communicate opportunities, events, news, and foster sense of community
- Oversee internal projects, such as the Newsletter, Guidebook, Mentorship Program, and more
- Organize client files and engage in necessary clerical duties for project team members
- Recruit and train new project team members
- Inform and develop strategies that will sustain and support the mission of the project

## **Education and Experience**

- Professional experience working with vulnerable populations, especially those incarcerated or formerly incarcerated
- Excellent communication and organizational skills
- Background in social work, law, sociology, criminal justice, psychology or related discipline
- Masters in Social Work preferred, but not required (December 2018 graduates eligible to apply)
- Knowledge of Michigan Department of Corrections processes and procedures

## **Salary and Benefit Information**

This is a part-time position for 25 hours per week at \$22/hour with paid holidays, vacation, and sick days.

## **To Apply**

- Submit your resume and cover letter to Wendy Dealca at [wdealca@sado.org](mailto:wdealca@sado.org) by December 10, 2018.
- The cover letter should include a statement of interest and a description of the intent and abilities to meet the responsibilities above

SADO is an equal opportunity employer. Individuals with past involvement in the justice system or who have loved ones currently or formerly in the justice system are strongly encouraged to apply, as are people of color, women, LGBTQ people, veterans, and people with disabilities.