



STAFF NEEDED for EDUCATION & EMPLOYMENT PROGRAM SERVING JUVENILE OFFENDERS

Six positions are available in a top-quality Education & Employment training program serving pre- and post-release juvenile offenders in Wilmington.

1 FT Program Coordinator

- Oversee the development and implementation of the program, including staff training and supervision
- Recruit participants, utilizing varied marketing strategies
- Serve as a liaison with partner organizations, probation and parole, and the Department of Corrections
- Monitor program budgets and expenditures

2 FT Case Managers

- Assist participants in accessing and completing Educational, Workforce Development, Mentoring, and Restorative Justice activities
- Conduct intake and orientation sessions both onsite and in correctional facility
- Serve as advocate and Pathways Coach
- Collaborate and coordinate with local social service and faith-based organizations to establish resource linkages

1 FT Academic Instructor

- Teach GED-prep subjects (Reading, Writing, Math, Science, and Social Studies), develop curricula, and implement effective classroom management strategies
- Coordinate GED testing, and post-secondary opportunities for students

1 FT Employment Coach

- Facilitate job exploration and preparation sessions
- Provide job coaching and guidance services
- Assist participants with obtaining and retaining employment and/or transitioning to advanced training
- Network with employers to identify placement opportunities

1 FT Restorative Justice Coach

- Network with community stakeholders to identify potential projects
- Coordinate all activities between program participants and community stakeholders
- Facilitate a minimum of 5 community-based restorative justice projects annually for 2 years
- Engage program participants in all aspects of projects and crime reduction planning
- Oversee the development of a community-wide crime reduction plan in coordination with community revitalization planning groups

Requirements: Strong counseling, data management, and mediation skills are required. All hires must prepare and analyze performance reports and ensure compliance with funding standards. Experience working within a multi-disciplinary team is a plus. BA/BS in education, counseling, social work, social services, criminal justice, or a related field. Previous experience working with offenders in a criminal justice and/or educational setting is preferred.

Benefits: Medical, dental, & vision, 401K and flex spending account options

Term: Two-year contract/Full Time

Hours: 8am - 4:30pm, M-F

E-mail cover letter & resume to AChieffi@westendnh.org by 12/31/11