



Community-Based Re-Entry Coordinator
Job Description
(2 positions available)

Mission

Literacy Services of Wisconsin (LSW) partners with motivated adults to provide access to quality education and skills training so they can improve their lives, enrich their families, and strengthen our community.

Position Summary

The Community-Based Re-entry Coordinator (CBRC) supports justice-involved individuals as they transition back into the community by facilitating access to adult education programs which include high school equivalency credentialing, educational skill building, and job readiness. The CBRC provides general support for, but is not limited in scope to, ongoing case management, recruitment, proctoring student assessments, and ensuring the accuracy of records. The CBRC provides supplementary coverage and project support for individuals who are justice-involved. The coordinator works closely with the re-entry team, community partners, and post-secondary institutions to achieve educational and workforce training goals. The CBRC reports directly to the Manager of Community Corrections Programs and the Manager of Workforce Development Programs and is based out of LSW's Downtown center. This position requires flexible scheduling as well as regular travel between sites in Milwaukee and surrounding areas.

Primary Responsibilities:

- Support the Manager of Community Corrections Programs and Manager of Workforce Development Programs in facilitating student enrollment, which includes conducting orientations and scheduling and proctoring assessments using the TABE national testing systems to determine program placement
- Recruit and support retention of legal system impacted students which includes attending events at re-entry organizations and reentry fairs inside correctional facilities
- Assist with the following: maintenance of learner files and paperwork, tracking daily learner attendance, entering and regularly updating learner information in an electronic database, scheduling and communicating with learners, setting appointments, and answering phone calls.
- Assist with credentialing programs, which includes creating student profiles in the Apricot database, reviewing HSED applications, scheduling HSED enrollments, and general student follow up
- Provide direct instruction to students as needed
- Case management that includes monitoring on-going progress of learners, setting and accomplishing goals, conducting assessments of individuals to determine their needs, and developing individualized re-entry plans

- Collaborate with partners to ensure re-entry referrals, metrics, and appropriate support is maintained
- Participate in department and all-staff meetings, annual in-services, community partner events meetings, and other organization-wide events as required.
- Other duties as assigned

Preferred Qualifications:

- Bachelor's degree (or high school diploma/equivalent with professional or lived experience in corrections facility, crisis stabilization, human services, or community-based services)
- Knowledge of the criminal justice system and the challenges faced by individuals re-entering society
- Ability to work independently and as part of a team
- Strong organizational and time-management skills
- Experience working with disadvantaged and diverse populations
- Knowledge of community resources and the ability to establish partnerships with community organizations and employers
- Computer proficiency (word processing, data collection, spreadsheets, etc.)
- Excellent oral and written communication skills; strong customer service skills
- Ability to pass Department of Corrections background check
- Access to a vehicle and reliable transportation
- Commitment to the mission and students of LSW

Compensation: This is a full-time position of 40 hours per week, Monday through Friday, including some evenings. Rate of pay is \$21-\$24/hour depending on the applicant's experience. Benefits include generous paid time off (PTO), subsidized health insurance coverage, retirement plan, convenient free parking, and paid professional development opportunities.

How to Apply: A complete application includes 1) a letter of interest, 2) a resume, and 3) a list of three professional references. Applications should be sent via email to Charles Bradford at charles@literacyservices.org and will be accepted until the position is filled.

Literacy Services of Wisconsin serves a socially and culturally diverse community. We strive to build a team of employees which is similarly rich in diversity. Literacy Services of Wisconsin is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin or any other protected status.