



## **COMMUNITY PARTNERS IN ACTION JOB POSTING**

**JOB TITLE:** Lead Case Manager, Hartford Reentry Welcome Center  
**POSTING PERIOD:** May 31, 2019 – June 14, 2019  
**LOCATION:** Hartford, CT

### **POSITION REQUIREMENTS:**

The Lead Case Manager is responsible for supporting returning residents in enrolling in the services and accessing the community resources needed post release. Services and resources include but are not limited to:

- Living wage and long term employment opportunities
- Access to housing
- Access to substance use services
- Access to transportation
- Gender specific reentry and recovery programs

The ideal candidate will possess a four year degree, preferably in Criminal Justice or Social Services and at least two years' experience providing case management services to the criminal justice population. Strong emotional intelligence, prioritization, written and verbal communication skills, knowledge of community providers that offer services to the criminal justice population; ability to interact with a multi-cultural population and crisis management skills. Decision- making, knowledge of cognitive-behavioral approaches, ability to multi-task and adaptability are critical. A valid driver's license and reliable transportation are required. Bi-lingual (English/Spanish) preferred.

### **ESSENTIAL FUNCTIONS AND BASIC DUTIES:**

- Commit to Reentry Welcome Center mission and goals.
- Function as a lead team member in the coordination and delivery of services for all program participants, community providers and staff.
- Manage crisis situations through de-escalation techniques and interventions.
- Provide case management services to individuals returning to the Hartford Community.
- Assist each participant to increase their knowledge and understanding of behavioral patterns in order to promote change and help to end the cycle of recidivism.
- Conduct a needs assessment on each program participant and make appropriate referrals based on individual needs.
- Guide program participants to develop concrete goals including but not limited to substance abuse, mental health treatment, educational, vocational and employment.
- Develop and maintain a strong network of community providers that can assist program participants.
- Participate in community groups, committees and meetings.
- Educate, advocate, and promote social justice and social change on behalf of all program participants.
- Submit monthly and quarterly reports to supervisor as prescribed.
- Collaborate with DOC staff both in the facility and in the community.
- Serve as a role model to participants and staff modeling pro-social behaviors.

- Establish and maintain professional boundaries with participants and providers.
- Assume Program Manager duties as requested.
- Represent program and/or agency at request of Program Manager
- Other duties as required for smooth operation of program.

Apply via e-mail: [jobs@cpa-ct.org](mailto:jobs@cpa-ct.org) (MS Word documents only)  
Apply via fax: (860) 967-3280

*All internal candidates must submit a completed Internal Job Application, signed by your Program Manager.*

**ONLY CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED.**

**An Equal Opportunity Employer Committed to Affirmative Action**