**Job Title**  
Mental Health Re-entry Program Manager

**Overview**  
JUST of DuPage is a not-for-profit Christian social-service ministry working in the DuPage County Jail in Wheaton, IL (see www.justofdupage.org). JUST empowers inmates to pursue rehabilitation and make positive life changes by offering a broad range of services, including addiction recovery, education, spiritual enrichment, and social services. This ministry has an annual operating budget of over $300,000, eight staff members, and over 100 volunteers.

**Position Summary**  
Create and manage JUST’s mental health re-entry planning and support program, providing direct services to inmates. Reports to Executive Director.

**Hours**  
Full-time (40 hr/wk)

**Duties**

- Develop a mental health re-entry program. Thoroughly research existing re-entry programs that have proven successful.
- Create a model for mental health re-entry programming that is feasible with JUST’s current level of staffing and resources and consistent with JUST’s overall approach to criminal rehabilitation.
- Develop a vendor resource database for employment, housing, medical and psychiatric case management, drug treatment, public assistance, and public transportation services.
- Reach out to local churches, NAMI, county health department, and other non-profit and for-profit organizations, to cultivate strong partnerships for inmate services and referrals.
- Use JUST’s existing outside office for re-entry programs.
- Formulate a process for screening inmates for eligibility for mental health re-entry services.
- Develop a procedure for facilitating communication with inmates post-release.
- Develop a procedure for effectively tracking inmates in the re-entry program and maintaining records of their re-integration post-release; provide statistics.
- Act as a liaison with the jail’s medical department, including the psychologists and psychiatrists, mental-health providers, community agencies, and healthcare providers.
- Contact family members and identify other community support systems.
- Meet with and assess the offenders’ post-release needs and the services required to meet those needs.
- Identify inmates requiring intervention by the health department.
- Respond to inmate requests related to re-entry issues.
- As needed, meet with inmates for re-entry planning, to include links to other JUST services.
- Develop and regularly update a referral packet for distribution to all inmates, including information on local mental health agencies, addiction recovery services, housing, food pantries, and transportation.
Cultivate strong ties with community service providers so that referrals from the re-entry program are meaningful.

Participate in professional associations.

**Educational Requirements, Training, and Experience (Minimum Qualifications)**
- Bachelor’s degree from an accredited college or university, with coursework in social work, psychology, mental health, criminal justice, or related field.
- Master's degree in social work or related field is preferred.
- A minimum of two years of paid job experience working in a jail or prison, or four years of experience in restorative justice, victim advocacy, offender services, mental health, or related field.
- Experience with civic affairs, government departments, and community agencies.
- Experience working with the local church community.
- Experience supporting, empowering, and managing citizens re-entering society.

**Qualities and Skills**
- Good knowledge of professional standards, practices, and techniques in the field of mental health, corrections, and re-entry.
- Skill and experience in working with the mental health population, especially in the correction community.
- Knowledge of correctional interventions that are known to reduce recidivism.
- Knowledge of a broad continuum of community-based services that address offender needs and risk for the purpose of reducing criminal re-offending.
- Experience in case management
- Familiarity with Medicaid applications and requirements to maintain Medicaid benefits
- Familiarity with SSA programs
- Familiarity with Public Aid applications and public transportation card/bus pass applications
- Familiarity with referrals to health departments or other agencies that accept Medicaid
- Self-starter
- Skill in developing and implementing policies and procedures.
- Skill in effective written and verbal communication.
- Ability to work with people of various ethnic, religious, and socioeconomic backgrounds.
- Flexibility.
- Organizational and administrative capability.
- Ability to multitask and prioritize effectively.
- Ability to excise good judgment and handle challenges independently.
- Competency in necessary computer applications (MS Office Suite).
- Fluency in Spanish language is desirable.

**How to Apply**
Please send a cover letter and resume to chip.deblois@dupagesheriff.org. Please address the following in your cover letter:
- Reason you are in the social work/mental health field.
• Reason you feel led to work in a jail or prison environment. Note that this is a maximum-security facility similar to a prison or locked mental-health ward.
• Please describe how your Christian faith influences your daily life. Tell us about any active involvement you have with a local congregation.

No phone calls please.
Please note that JUST does not provide health-care benefits with this position.