

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 exercise 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.