Mayor's Office of Neighborhood Safety and Engagement

Position: Re-entry Coordinator

Reports to: Associate Director of Community Engagement and Opportunity

Job Summary

The Re-Entry Coordinator is responsible for resource and project coordination for MONSE-related re-entry programming. The Coordinator works with community-based providers and returning citizens to assess their specific needs and implement service provision enhancements, as appropriate. This role is critical in MONSE's work to redefine the lives of individuals who have been/are criminal justice system involved and promote a more culturally and geographically appropriate approach to re-entry. The Coordinator will increase public awareness, organize training, and work with community-based partners and agencies to develop policies and cultivate services. This position requires strong alignment with MONSE's mission, values, and strategic vision, as well as demonstrated success, sound judgment, and flexibility working in a complex, fast-paced environment. The successful candidate will provide direct service connection and/or other supports to at least 1000 returning citizens annually.

Key Responsibilities

Program Coordination

- Provide direct supportive representation to Baltimore City's Re-entry Action Network/Returning Citizens Council (RAN/RCC) and Returning Citizens Behind the Wall (RCBTW) initiatives.
- Manage low barrier reintegrative case management for returning citizens and connect individuals to partner agencies and community-based partners post incarceration.
- Act as a central point of contact for, and demonstrate significant experience working on, issues of re-entry.
- Coordinate and implement critical time-sensitive special projects, program alliances and joint initiatives.
- Provide technical assistance to community and city partners and agencies as needed.
- Builds and manage cooperative and trusting relationships with city agencies, community nonprofits, civic groups, and residents in order to ensure a coordinated community response to re-entry related initiatives.
- Facilitate dialogue, data collection, reporting, process improvement, and other work related to re-entry.
- Coordinate the development and implementation of inter/intradepartmental plans, policies, strategies and communications regarding re-entry.

Community Engagement and Service Provision

- Monitor efforts of community partners in providing services to returning citizens and provide updates accordingly.
- Conduct community needs assessments, outreach and education as it relates to re-re-entry.
- Identify key partners, develop action-oriented plans to address gaps, evaluate effectiveness of collaboration, and maintain statistical framework for data collection and reports.
- Develop and maintain knowledge of needs of returning citizens and best practices in victim services.
- Assist with the implementation of new evidence-based practices.
- Maintain confidentiality of returning citizen and departmental information.

Reporting and Compliance

- Deliver timely and thorough reporting of project deliverables to immediate supervisor.
- Prepare monthly reports regarding the progress of the project plan to be shared with other agencies, independent monitors, and/or the general public.
- Attend community meetings and develop public information campaigns, as appropriate, for Baltimore City residents and the wider community.
- Attend and participate in inter-agency meetings, professional group meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge; serve on committees as assigned; stay abreast of new trends and innovations in the field of re-entry.

Qualifications/Skills

- Bachelor's degree in Sociology, Psychology, Human Services, or related social or behavioral science and/or 3 – 5 years related experience.
- Experience with developing, coordinating, and managing programs, including the use of data to monitor outcomes and drive responses.
- Able to identify pressing needs and prioritize those as needed, without losing track of other tasks and responsibilities; Ability to effectively manage time and resources.
- Attention to detail and able to correlate topics and information.
- A demonstrated ability to address/resolve difficult, multi-faceted problems.
- Able to communicate effectively at all levels, both written and oral, with a wide range of stakeholders.
- Excellent verbal and written communications skills.
- Knowledge of Microsoft Office Suite. Skilled in the use of office software applications to prepare reports and use software to develop information; able to enter data in required management reports.
- Knowledge of local, state, and federal laws pertaining to returning citizens.

About the Mayor's Office of Neighborhood Safety and Engagement

Our Mission

Guided by the Mayor's vision for Baltimore and rooted in a holistic approach to neighborhood health and safety, the Mayor's Office of Neighborhood Safety and Engagement (MONSE) empowers community partners and city agencies to play a more active role in the co-production of public safety and prevention of violence through an equity-based, healing-centered, and trauma-informed approach for the benefit of all Baltimoreans.

Our Guiding Values

In everything that it does, MONSE is committed to upholding its core values of being:

- *Equity-based.* Focused on promoting justice in reducing disproportionate negative impacts of current and future policies and practices.
- *Healing-centered.* Preventing violence must be paired with repairing harm.
- *Trauma-informed.* Based on understanding and integrating knowledge about the causes and consequences of trauma.
- *Justice-oriented*. Real justice is about more than punishment; it is also about restoration, renewal, and healing from past harms.
- *Partnership-based*. Just as violence is intersectional, so must the solutions, relying on cross-system partners and partnerships.
- *Transparent.* Strong partnerships require trust; and trust demands transparency and accountability.
- *Data- and research-driven.* Relying on data and the best available experimental and experiential evidence to guide decision making.
- *Results-oriented.* Devoted to delivering impact.