

# Instructor & Case Manager, Community Reentry for Women

Full-Time | Salaried



Jobs • Housing • Hope

## About Project Place

Since 1967, Project Place has been a resource for individuals who are experiencing homelessness in Boston. Through innovative programming, including social enterprises, we facilitate the successful transition of individuals to economic self-sufficiency. Comprehensive programming consists of classroom instruction, on-the-job training, case management services, housing and job placement, credential training, retention, and employment services.

Our office is in the South End of Boston, conveniently located less than a mile from the MBTA Orange subway line and Red subway line. The MBTA Silver Line bus also stops directly in front of our building.

Please visit our website at [www.projectplace.org](http://www.projectplace.org) for more information about our organization.

## About This Job

*Job Title:* Instructor & Case Manager, Community Reentry for Women  
*Reports to:* Director of Reentry & Employment Services, in partnership with  
the Director of Women's Program Services at the Suffolk County Sheriff's Department

### *Responsibilities:*

The Instructor & Case Manager, Community Reentry for Women, will coordinate services for female offenders as they prepare to return to the community. This individual will teach a curriculum focused on promoting personal and employment skills with the expected outcome of clients obtaining employment upon release.

Specific responsibilities of the Instructor & Case Manager, Community Reentry for Women, include:

- Facilitating job readiness programming and alumni workshops at the Suffolk County House of Correction and in the community
- Developing lesson plans and updating existing curriculum to meet the diverse needs of clients
- Maintaining a supportive classroom environment to build confidence and skills
- Recruiting participants from the sentenced population in conjunction with the Suffolk County Sheriff's Department staff

- Participating in client enrollment efforts including conducting intakes and attending orientation
- Conducting outreach to community halfway houses
- Developing and maintaining community resources for returning citizens
- Completing Individual Development Plans with clients to address barriers, support asset development, and set goals
- Managing client caseload to provide stabilization services and promote retention of employment and housing
- Tracking client outcomes in the database and completing monthly/quarterly reports
- Other tasks as assigned by the Executive Director or designee.

*Qualifications:*

- Bachelor's degree in education or a related field
- Ability to obtain a contractor's badge through the Suffolk County Sheriff's Department
- Ability to work as a team member with other program staff and in collaboration with partner agencies
- Experience with adult student population preferred
- Familiarity with the barriers associated with individuals experiencing homelessness, returning to the community from incarceration, and experiencing substance use disorders.

*Location:* Work will be performed primarily in person at either our office or the Suffolk County House of Correction.

*Schedule:* Monday through Friday, 40 hours a week, typically from 9:00 AM to 5:00 PM.

## **Compensation & Benefits**

The salary for this position is \$45,000 per year. Our benefits include:

- 3 weeks of vacation in the first year; 4 weeks of vacation every year thereafter
- 10 sick days and 3 personal days annually
- 13 holidays and 1 floating holiday
- Medical insurance, dental insurance, and life/long-term disability insurance
- 401(k) plan and 401(k) match.

## **How to Apply**

Please submit both a cover letter and resume to Beth Carter, Director of Reentry & Employment Services at [bcarter@projectplace.org](mailto:bcarter@projectplace.org). No phone-call inquiries or in-person applications, please.

## **Equal Employment Opportunity & Affirmative Action Policy**

It is the policy of Project Place to provide equal employment opportunities without regard to race, color, religion, sex, national origin or ancestry, age, disability, military or veteran status, sexual orientation, gender identity or expression (including transgender), genetic information or any other protected characteristic under applicable law (“protected class status”).

Project Place also will take affirmative action as called for by applicable laws and Executive Orders to ensure that diverse individuals, including qualified individuals with a disability, are introduced into the Agency’s workforce and considered for promotional opportunities.