

POSITION ANNOUNCEMENT/JOB DESCRIPTION

TITLE: ReEntry Services Coach

SUMMARY: The ReEntry Services Coach works under the supervision of the ReEntry Services Center Manager, serving as the first point of contact for the reentry population who come to our offices for assistance in securing reentry-specific services. This position also conducts the new client orientation, provides case management services, and maintains referral relationships with community and faith-based organizations and public agencies that work to address issues relevant to this client population.

LOCATION: Hayward

QUALIFICATIONS

1.	Minimum of three years of case management experience required; work experience with economically disadvantaged persons including the recently incarcerated, homeless, and low income non-custodial parents and B.A. degree preferred; formerly incarcerated persons are encouraged to apply;
2.	Strong organizational skills including prioritizing and multi-tasking; solid teamwork, interpersonal flexibility and the ability to work successfully with minimal supervision; excellent oral and written communication skills; experience facilitating client groups or teaching; extensive knowledge of the correctional system and programs for formerly incarcerated persons;
3.	Internet and computer proficiency including databases and MS Office;
4.	Regular travel throughout Alameda County to attend partner and networking meetings is required; proof of a valid and current driver license, current auto insurance, and an acceptable Motor Vehicle Report are required.

RESPONSIBILITIES

1*	Case management: Conduct orientations, intake interviews, eligibility determination, referral, and advocacy; ensure client accesses all needed Rubicon services as well as services at partner organizations;
2*	Coaching: Assess client service needs and collaborate with clients to develop and follow a re-integration plan; motivate the client to achieve goals and provide the client honest, productive feedback;
3*	Documentation & reporting: data capture and entry at all points of client interaction, including case noting and individual program plan creation; accurate and timely reporting of client and program information per agency and funder standards;
4.	Perform other duties as assigned.

* **Indicates essential duties.** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HOURS: This is a full-time, non-exempt position.

GRADE: N09

COMPENSATION: Commensurate with experience.

An additional 5% of salary may be granted for proven English/Spanish bilingual proficiency.

Excellent benefits include health plans, paid vacation and sick leave, employer sponsored 403(b) plan.

NOTICE: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Rubicon reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at any time with or without notice.

TO APPLY: Send us a *Rubicon Applicant Tracking Form* with either your resume or with a *Rubicon Employment Application*.

How to Obtain Forms

Visit our website:

www.rubiconprograms.org/careersatrubi.con.html

OR

Email, fax or mail your name, contact info and request to:

hr@rubiconprograms.org

fax: 510-412-9029

Rubicon Programs HR

2500 Bissell Avenue

Richmond, CA 94804

OR

Visit us in person. Just ask at the front desk:

2500 Bissell Avenue, Richmond

or 1918 Bonita Street, Berkeley

Where to Submit

Send your completed Applicant Tracking Form

(www.rubiconprograms.org/docs/Applicant_Tracking_Form_Data_Entry_2008.06.11.doc)

with your resume **or** Employment Application

(www.rubiconprograms.org/docs/Employment_Application_2008.04.30.pdf)

to:

Rubicon Programs Inc.

Human Resources

2500 Bissell Avenue

Richmond, California 94804

Fax: (510) 412-9029

[Email: hr@rubiconprograms.org](mailto:hr@rubiconprograms.org)

DEADLINE: This position is open until filled and may be closed at any time.

Rubicon is proud to be an Equal Employment Opportunity/Affirmative Action Employer and values diversity of culture and thought. We seek talented, qualified individuals regardless of race, gender, national origin, religion, sexual orientation, disability, age or any other protected classification under law.

Rubicon is using E-Verify to validate the eligibility of our new employees to work legally in the United States.