

POSITION DESCRIPTION/JOB POSTING

Agency: Western Wisconsin Workforce Development Board

Position: Windows to Work Coach/Regional Re-entry Specialist (Full-time)

Reports to: Executive Director

Essential Duties and Responsibilities:

- Responsible for implementing a pre- and post-release Department of Corrections based program designed to address criminogenic needs that can lead to recidivism. Topics covered include: Employment education, anti-social cognition, anti-social personality, and anti-social companions.
- Complete training activities including but not limited to the “Cognitive Based Intervention” curriculum and other specified programs as required by the Department of Corrections.
- Work cooperatively with corrections staff to develop recruitment and referral systems to identify medium to high risk inmates at New Lisbon Correctional Institution (NLCI) and Jackson Correctional Institute (JCI) who are appropriate candidates for Windows to Work programming and program success.
- Develop cohorts of 8 to 12 inmates and begin program instruction 2 to 12 months prior to program participants’ release from the correctional institution.
- Develop an individualized employability plan for each participant to address pre- and post-release needs.
- Develop a comprehensive knowledge of community resources available throughout the 8 county region of La Crosse, Monroe, Buffalo, Trempealeau, Vernon, Juneau, Jackson and Crawford counties to address the food, shelter, clothing, transportation, health care and other basic daily living needs of program participants.
- Provide on-going services including monthly one on one appointments for 12 months post- release from the correctional institution.
- Develop and maintain a current knowledge of WIOA program eligibility, services, hiring incentives and program participant requirements to encourage co-enrollment.
- Participate on the regional Business Services Team to cultivate employer relationships and develop job leads.
- Assist program participants with the development of resumes, cover letters, and job hunting techniques.
- Maintain accurate records of program participants including both electronic and paper tracking of program participant activities.
- Represent the WDB on re-entry taskforces, employment groups, and other community groups to provide input into regional program development and other re-entry initiatives.
- Coordinate services with local initiatives such as Project PROVEN.

Qualifications:

- A Bachelor’s Degree in Criminal Justice is strongly preferred. Degrees in other related disciplines will be considered.
- Knowledge of the criminal justice system and experience working with the employment and training needs of individuals being released from corrections in a pre- and post-release capacity is strongly preferred.
- A familiarity with community resources, training and job placement programs and Community Corrections is preferred.
- Experiential evidence of professional boundaries and conduct required to work in corrections setting.
- Strong computer skills including experience working with Microsoft office products is required.
- A valid Wisconsin Driver’s License is required.
- Proof of Insurance is required.
- Must pass background check and be able to enter correctional facilities.
- Willingness and ability to work occasional evenings and weekends if necessary.

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PHYSICAL DEMANDS

Physical Abilities

		Lift/Carry	
Stand	O	10 lbs or less	O
Walk	F	11-20 lbs	O
Sit	C	21-50 lbs	N
Handling/ Fingering	F	51-100 lbs	N
Reach Outward	F	Over 100 lbs	N
Reach Above Shoulder	N	Push/Pull	
Climb	N	12 lbs or less	O
Crawl	N	13-25 lbs	N
Squat or Kneel	N	26-40 lbs	N
Bend	N	41-100 lbs	N

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0-2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33%-66% of the time (2.5-5.5 + hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5 + hrs/day)

WORK ENVIRONMENT

An office environment in a controlled atmosphere building and a correctional facility with armed guards and incarcerated population.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

The company had reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate and necessary to ensure the continued growth and development of the employee and the company.

TO APPLY FOR THIS POSITION, PLEASE SEND A COVER LETTER AND RESUME TO JULIE MITCHELL AT mitchellj@westernwdb.org by June 1st, 2018.