



## Reentry Navigator

### The Opportunity

The Reentry Navigator acts as the safety net that supports individuals being released from long-term custody, from their first moment on the outside by providing them a ride home, and for the next five years by connecting them with mentoring, education and resources tailored to their individual needs.

### Our Mission and Values

Seattle Clemency Project's mission is to increase access to justice for reformed individuals serving sentences that no longer serve a purpose and to prevent deportations that fracture our communities. We do this by matching them with free, high-quality, legal representation, afterward providing holistic reentry and transition support to promote their long term success.

We firmly believe in the power of redemption and that a healthy justice system must recognize and reward rehabilitation. We work with individuals who, despite having been sent a message by the criminal legal system that they were not capable of reform, have grown, matured and healed. We believe all individuals have the capacity to change and that individuals who are serving sentences that no longer serve a valid purpose deserve a voice and a second chance.

### How To Apply

Interested applicants should email a resume and cover letter to [anthony@seattleclemencyproject.org](mailto:anthony@seattleclemencyproject.org). On the email subject line, please write "reentry navigator application."

## The Role

Prior to and post-release, support individuals who are reentering society by actively supporting them in acquiring housing and employment and ensuring they are matched with the people, programs and education that allow them to achieve the goals they set for themselves. This is a full-time position. The reentry navigator will report to the Reentry Director and Mentoring Director.

## Job Responsibilities

- Ensure personal identification information is secured prior to release
- Create individualized, holistic, comprehensive reentry plans for individuals seeking early release, developed in consultation with the client, their family, their attorney, and in coordination with Department of Corrections and other reentry partners
- Draft letters detailing SCP reentry support plan for clients' attorney
- Work directly with clients on the implementation of reentry plans
- Ensure "No Client Leaves Alone" - all clients, upon release from prison, have someone to meet them and take them to their new home
- Arranges for basic necessities and technology
  - Basic necessities: clothing, food, toiletries, bedding
  - Cell phones with 3 months of service paid for by SCP
  - Cell phone training - help clients who are unfamiliar with how to navigate today's world in a safe, non-judgmental environment
  - Provide loaner laptop and technology training
- Work with legal team to manage and/or mitigate restitution payments, court costs and various fees
- Ensure client is connected with programs that provide one-on-one personal counseling, mentoring and assistance for 5 years post-release
- Conduct check-ins (first 6 months post-release)
  - weekly one-on-one check-ins with each client
  - Bi-weekly check-ins at Mentor Group
  - As needed assistance
- Conduct check-ins (6-24 months post-release)
  - Bi-weekly one-on-one check-ins with each client
  - Bi-weekly check-ins at Mentor Group
  - As needed assistance
- Identify clients' needs for housing, transportation, mentoring, employment, counseling, addiction treatment, family reunification and ensure that they are met
- Assist clients in their goals for continuing education, including GEDs, undergraduate and law school degrees
- Provide emergency financial assistance for rent, transportation and basic necessities within the limits of grant availability

- Assist clients with setting up benefits with DSHS and the Veterans Administration, if eligible
- Identify and respond to any additional client needs
- Information for all participants in the R&MP will be entered into the program's extensive database and updated and reviewed on a weekly basis.
  - Reports with information about the program meeting its goals will be generated on a monthly basis.
  - At the completion of the grant cycle (June 2023) a final report will be provided to the state agency which will include a plan for continued operation of the program
- Assist Reentry Director in all aspects of the program
- Work with Reentry and Resentencing Lead to produce and update a Reentry Resource Guide
- Coordinate closely with Reentry Director and Mentoring Program Director
- Utilize STARS curriculum for all clients throughout the reentry process
- Testify on behalf of clients at Washington State Clemency and Pardons Board, Juvenile Parole Board and Resentencing hearings, as needed

### **Relationship Building**

- Serve as lead liaison with other reentry service providers and lead efforts to connect clients to all appropriate resources
- Develop and maintain partnerships with community organizations that provide housing, transportation, mentoring, job training, employment, substance abuse treatment, family reunification
- Develop relationships with employers who hire formerly incarcerated individuals

### **Operations and Communication**

- Coordinate closely with Reentry Director, Mentoring Director and Reentry and Resentencing Lead to ensure clients are participating in and progressing in programming
- Track client case progress in Customer Relationship Management (CRM) software
- Provide regular reports on client case progress to Reentry Director
- Attend public speaking events to support SCP's mission and promote Reentry Program
- Support Early Release Program and Legal Director in screening SCP client candidates and suggesting reentry plan strategies

## **Skills and Qualifications**

- Lived experience of incarceration and reentry
- Sensitivity to individual needs and ability to meet them without judgment
- Alert to available resources and able to see how they apply to individuals in the program

- Leads by example, encouraging others to be positive and productive members of society
- Commitment to changing the community for the better

## Preferred Qualifications

- Experienced user of email and word processing tools

## Compensation and Benefits

This is a one year position and the salary range is \$45,000-\$65,000 depending on experience. The position comes with benefits, including:

- A bi-monthly stipend to cover the cost of health insurance
- Generous vacation, sick leave and paid time off including flexible paid time off in addition to paid vacation for the Fourth of July week and the week between Christmas and New Year's Day
- Flexible work hours