

# Job Description

## TIME FOR CHANGE FOUNDATION



### Reentry Specialist

Provide ongoing support and expertise to helping homeless individuals, potentially coming from the prison system, obtain knowledge and skills that provide the framework for understanding the problems they are experiencing while acquiring the skills that are necessary to lead disciplined, productive, and safe lifestyles and reenter the mainstream of society.

#### Responsibilities

- Provide holistic and comprehensive case management services to all clients including but not limited to intake assessment, benefit assessment, goal setting and progress monitoring.
- Monitor the needs of the residential homes and solicit new clients.
- Place new clients in the appropriate TFCF home.
- Develop and implement (in collaboration with client) an individualized transitional action plan including client's problems, short- and long-term goals, and goals that specify interventions and referrals for drug and alcohol treatment and recovery.
- Develop an individualized housing and service plan, including planning a path to permanent housing stability.
- Transport clients to and from the grocery store, medical appointments, laundry, as needed.
- Represent TFCF and its reporting requirements to probation, housing authority, city, and county.
- Assist clients in achieving the transitional action plan meeting once a week to: help them schedule appropriate services and trainings, follow-up with attendance of services and trainings, discuss the outcomes and advocate on their behalf upon interactions with any government or social service agency.
- Identify and collaborate with other social services agencies to provide multiple options for clients to enroll in services and training.
- Develops support systems to meet client needs by identifying and coordinating a variety of available services necessary to maintain independent living, family stabilization and self-sufficiency.
- Charting and maintaining confidential client files and records which includes entering progress notes (filed within 24 hours) documenting the content of contact with the client or with the collateral sources for the client.
- Daily tracking of client's chores and group participation for reporting purposes
- Track monthly stats for city, county, and state contracts.
- Prepare monthly reports for city and county.
- Provide monthly progress report to Executive Director
- Other duties as assigned by the Executive Director

#### Qualifications

- Must be able to demonstrate proficiency in the following computer programs: Microsoft Word, Excel, Outlook
- State and Federal laws and regulations on confidentiality, HIPPA, and other government standards.
- Community resources and counseling/social work practices with high-risk populations and working with persons in crisis.
- Excellent written, verbal communication and documentation skills,
- Ability to establish rapport and motivate others towards achieving goals.
- Ability to work independently with keen sense of focus, task-oriented, nonjudgmental,

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- A powerful sense of and respect for confidentiality involving both clients and fellow employees.
- Ability to work in a variety of settings with culturally diverse families and communities with the ability to be culturally sensitive and appropriate.

## **Minimum Education/Experience**

- Bachelor's degree in social work or related field and/or
- Three years minimum of prior experience and knowledge of people recovering from the effects of incarceration, addiction, and mental illness.

## **Location**

- Hayward, CA

## **AGENCY SUMMARY:**

Time for Change Foundation is the model of excellence in the Inland Empire for empowering disenfranchised families transitioning from homelessness and recidivism. Our organization is focused on serving homeless families recovering from the effects of substance abuse, incarceration, and mental health issues.

We offer three types of housing: emergency shelter (2), permanent support (13 scattered site apartments), and affordable (our own 7-unit affordable housing apartment complex) bringing our total housing capacity to 114 annually. TFCF programs and supportive services help to provide women and children with the tools necessary to recover from homelessness, drug addiction, mental and physical abuse, family separation and the effects of incarceration.

This job requires a highly motivated individual who will be present, attentive, and available for both client and company needs.

**Time for Change Foundation is an at-will Equal Opportunity Employer.**