



## **NEW LEAF** NEW LIFE

### **JOB DESCRIPTION – Re-Entry Mentor & Support Specialist**

Hours: 24 hours per week

Reporting: Volunteer Coordinator – Stacy Flynn

Compensation: \$13/hour

Term: 11/23/20 – 6/20/21 (with potential extension, funding dependent)

Work Location: TSC

### **SUMMARY**

New Leaf – New Life (NLNL) is a 501(c)3 non-profit organization that provides support for community members impacted by the criminal legal system. Our vision is “transformative justice, personal growth, and self-advocacy.” We believe in supporting our neighbors that have been impacted by the criminal legal system. In this, we work to empower people towards self-advocacy; supporting one another in the spirit of solidarity not charity.

This position will average 24 hours per week at the Transition Support Center (TSC). Hours will primarily be between 10 am and 4 pm, but may require some evening work when providing re-entry workshops.

### **DUTIES**

- Provide weekly re-entry support to individuals recently released from incarceration – serving as a mentor and assisting mentees with employment preparation, obtaining housing and/or treatment, recovery assistance, goal setting, and other needs.
- Provide weekly re-entry education (through one-on-one and group meetings) on a variety of re-entry topics.
- Support individuals who are currently incarcerated in the Monroe County Correctional Facility via in-house mail (providing treatment & housing applications, filing for social service benefits, obtaining personal identification documents, etc.).
- Assist in the day-to-day operations of the TSC – maintaining a sober environment where individuals can obtain clothing, food, bus passes, and other critical resources that support the re-entry transition.
- Assist in the collection of quantitative and qualitative data from clients.

### **QUALIFICATIONS**

- Experience with being disproportionately impacted by the criminal legal system.
- Basic computer skills that include the ability to use the internet to conduct research (“googling”); word processing and spreadsheet management capabilities.
- Ability to work effectively with a variety of individuals and personality types.



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- Commitment to the organization's transformative justice mission.

We encourage applications from individuals who have the ability to support their incarcerated and formerly incarcerated neighbors as peers and those who have used and know our services. We also encourage candidates who ally within our community because of the ways they recognize their experiences of oppression as bound to over-criminalization.

Please submit a brief resume and a cover letter to [info@newleafnewlife.org](mailto:info@newleafnewlife.org)

*Your signature below signifies that you have read, understand and will adhere to this job description.*

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*Signature*  
*(Employee)*

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*Date*

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*Signature*  
*(Supervisor)*

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*Date*