



Amicus, Inc., Minneapolis

Position Title: Specialized Transitional Case Manager

Duration: Part Time/1 year tenure. Flexible hours—some evenings and weekends required

Location: Minneapolis, MN

About the Organization:

Amicus is a Minnesota not-for-profit organization with over 40 years of experience building stronger communities by helping inmates and ex-offenders through positive relationship-building, restorative justice practices and individualized transition services.

Purpose of Position:

This position will coordinate with Adult Transition Services and Community Engagement to help support, track and monitor Amicus program participants who are reentering the community. The Specialized Transitional Case Manager will be instrumental in ensuring the success of program participants upon their release from the institution and will be responsible for detailed data collection and reporting regarding her/his work with and tracking of program participants.

Major and Specific Responsibilities:

- Assist and support program participants as they face the task of exiting prison and reentering the community;
- Ensure that program participants engage with Amicus Reconnect services early and often post-release;
- Ensure that program participants who are matched with a One to One volunteer maintain a relationship with their match on the outside;
- Coordinate group or one-on-one meetings with program participants to help track needs and progress;
- Collect, record and report on data regarding program participant status post-release in the community and in Amicus programs;

Qualifications:

- Excellent interpersonal communication skills;
- Experience working with ex-offenders and competency regarding issues and difficulties of reentry;
- Ability to multi-task and balance various responsibilities;
- Solid understanding of Amicus values and restorative justice principles;
- Ability to relate effectively with people from diverse backgrounds;
- Ex-offenders strongly encouraged to apply

Send Letter of Interest and Resume to:

Robyn Haugan McCullough

Amicus, Inc.

15 S 5th Street, Suite 1100

Minneapolis, MN 55402-1062

robyn@amicususa.org

Application Deadline: Oct. 8, 2010

Position start Date: Nov. 1, 2010

Competitive salary based on qualifications.

*Must have own transportation and current insurance.