



OF SOUTHEASTERN MICHIGAN

## Community Resource Specialist

### MINIMUM QUALIFICATIONS:

1. Bachelor degree in social work, psychology, criminal justice or related field from an accredited college or university.
2. Experience working with people with substance use disorders, community corrections or related field.
3. Clearance with security requirements to work in correctional facilities.
4. Possess a valid motor vehicle operator license.
5. Completion of ICHAT check, National and State Sex Offender Registry Check, and Central Registry Check.
6. Ability to work independently as well as in a team environment.
7. Must possess knowledge and understanding of Recovery Oriented System of Care and Trauma Informed Services.

### ESSENTIAL JOB FUNCTIONS:

All employees are expected to perform quality work within deadlines; exhibit professional conduct; work effectively as a team contributor on all assignments; work independently while understanding the necessity for communicating; coordinate work efforts with other employees and organizations; support the mission of CARE of Southeastern Michigan.

1. Functions as a member of the transition team to determine the community needs of the participants in the Offender Success program.
2. Review of COMPAS and TAP and coordination of Inreach to prepare for a participants' release from the prison facility.
3. Meets with individuals in services as required to monitor compliance and progress with TAP and other transitional planning.
4. Maintains comprehensive and thorough records and case files regarding program compliance, services needed, referrals made and progress in the transition into the community.
5. Coordinates resources and referrals as it pertains to housing and related areas, works with housing providers to assist with successful transition to the community for program participants.
6. Makes regular reports to the Community Coordinator and Steering Team regarding progress of those in the program.
7. Acts as a liaison and gatekeeper for community referrals.
8. Track current utilization of housing providers as well as referrals from agents.
9. Regularly attends meetings on site with funded housing providers to address needs.
10. Knowledgeable of motivational interviewing, trauma informed care, engagement strategies, co-occurring disorders and stages of change.
11. Apply evidenced based practices when applicable; including the use of motivational interviewing and other strategies to encourage full participation from those receiving services.
12. Completes documentation and reports according to agency and funding source timeframes.
13. Ability to deliver services in the community.
14. Ensures assigned paperwork is completed and maintained in accordance with funding source standards and CARE of SEM policy and procedures.
15. Able to apply outcome tools to measure services; for example – self sufficiency matrix.
16. Provide presentations on general substance use issues and CARE of SEM's services as needed.
17. Facilitate educational classes/groups related to programming as needed.
18. Establish and maintain liaison relationships with appropriate agencies regarding intervention and clinical services.
19. Attends assigned meetings as required.
20. Ability to adjust hours of work based on the community needs, including some evening and weekends.
21. Knowledgeable of national and local substance use and prevention statistics and demonstrates the ability to apply current trends to service delivery.