



New Life Centers

Reentry and Family Engagement Coordinator (IYC – St. Charles)

New Life Centers (NLC) provides intensive, community-based mentoring programs for youth ages 12+ in the Little Village, Humboldt Park and Midway communities of Chicago. The target demographics of program: gang-involved youth, youth on probation, and at-risk youth referred through local schools and community agencies. Serving these populations allows NLC to holistically engage both violence prevention and intervention in response to identified community needs. We seek to reduce youth contact with the justice system, promote safety, and empower young people to become community-builders and peace-makers. Our holistic program model enables us to fulfill our mission: to provide mentoring and advocacy to guide youth toward a new life and a new direction.

Position Summary:

This project is a collaborative of the Restorative Justice Hubs and the Illinois Youth Center (St. Charles, Illinois). Partners are located in the neighborhoods with the highest rates of violence, and are committed to hyper-local programming, restorative justice practices, trauma-informed approaches, and principles of nonviolence. The Reentry and Family Engagement Coordinator IYC-St. Charles reports to the Project Coordinator and partners with IYC St. Charles staff in the reentry process, connecting youth with resources in their community. The Reentry and Family Engagement Coordinator will partner with IYC St. Charles' Youth and Family Advocate (YFA) staff, parents, youth and community partners to help youth achieve their goals. This position will also oversee and coordinate the bus transportation program for parents to visit their children at IYC St. Charles, which includes offering support for parents on Saturdays twice a month. The Reentry and Family Engagement Coordinator will work Full-Time 40 hours per week, non-exempt. This project will begin immediately. This position requires daily travel to and from St. Charles and intentional time on site in-facility encouraging a culture of restorative justice. \$18-\$20/hr.

Skills & Responsibilities

- Serves as the primary point of contact for parent visits and reentry partnerships with IYC staff.
- Works closely and collaborates with the Project Coordinator, IYC YFA staff and community resources to prepare re-entry plans and other initiatives to positively enhance a youth's re-entry experience. This includes, but not limited to; ensuring strong alliances in the community with agencies and organizations, coordinating referrals to community-based organizations that will provide the needed services for youth transitioning into the community, identifying and contacting potential community resources and programs to help develop and implement strategies to achieve re-entry goals, etc.
- Oversees and Coordinates bus transportation schedule for weekend parent visits. This includes, but not limited to, recruiting volunteer drivers, contacting parents, organizing pick-up and drop-off locations, providing encouragement and support to parents during visits, providing snacks on drives, etc.
- Assists Project Coordinator with other duties and responsibilities as needed, including onsite IYC facility visits.
- Communicates absences to Supervisor and assures appropriate coordination/timely documentation of trained substitutes.
- May substitute or assist in programming as needed.
- Oversees the timely implementation of scheduled activities.
- Helps team members problem-solve difficult situations and strategize about conflict mediations (provide needed guidance and follow-up).
- Works to build team morale and cohesiveness.
- Intentionally provides opportunities for IYC staff to engage in services offered to youth residents where appropriate.
- Manages the collection/communication/submission of data related items with team and partner agencies to NLC administration as identified.
- Will communicate with Data Manager on all data needs, reports, submissions, etc. as necessary.
- Attends all NLC mandatory meetings and any meetings relevant to the successful implementation and supervision of the program as determined (may include RJ Hubs, IYC staff, citywide tables, etc.).
- Meets regularly with the Juvenile Justice and IYC Project team to discuss progress, challenges, training needs, changes, logistics, etc.

Required Qualifications:

- Must become a Mandated Reporter.
- Must pass a background check; No pending criminal cases or prior convictions for sexual assault, child abuse, or domestic violence.
- High School Diploma/GED required. Bachelor's degree preferred or significant experience working with high-risk, system-involved individuals.
- Knowledge of the challenges at-risk youth face and experience navigating those challenges.
- Ability to develop and maintain a strong relationship with other community organizations.
- Ability to communicate effectively, both orally and in writing.
- Ability to work one-on-one and in groups with high-risk individuals to resolve conflicts and promote prosocial behaviors.
- Familiarity with computers such that employee is able to complete required data entry tasks, communicate via email and complete basic work processing tasks as needed.
- Emotional maturity; good judgment; integrity; tolerance of differing points of view and beliefs; commitment to nonviolence.
- Valid Illinois Driver's License, valid insurance, and good driving record
- Access to a vehicle required
- Must be comfortable driving a 15 passenger van
- Requires travel

How to Apply:

Please submit the following materials to Irene Vazquez, Director of Central Services, at Irenev@newlifechicago.org:

- Cover letter indicating your experience and interest in the position
- Resume
- List of three references with contact information (2 Professional and 1 Personal, Email and Phone number included)

Please submit your application materials as MS Word or PDF attachments. Include all attachments in a single email. Please include, "Reentry and Family Engagement Coordinator FT" in the subject line of your email.

New Life Centers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. New Life Centers complies with applicable federal, state and local laws governing nondiscrimination in employment in every location in which the company has facilities.