



Strengthening Community Through Second Chances

**Reentry Services Associate Westmoreland Member
Position Description**

PLACEMENT ORGANIZATION: Westmoreland Church

BACKGROUND: Offender Aid and Restoration of Arlington County, Inc, a private nonprofit organization, has been assisting inmates and ex-offenders since 1974. OAR offers programs aimed at restoring offenders to the community as productive and responsible citizens and also coordinates the court mandated community service component for Arlington and Falls Church courts. More information may be found at www.OARonline.org

Job Summary: This position requires background in psychology, sociology, criminal justice, social work, human services, or related fields of study. The purpose of this professional internship position is to provide experience in case management, social service research, data-entry and compiling program reports, as well as working one on one with ex-offenders in tasks assigned by supervising case manager. Supervision is offered by the Director of Programs as well as the Reentry staff members.

Specific Duties Include:

- Interviewing and assessing clients to determine eligibility to receive OAR services
- Providing emergency assistance to Walk In Reentry Clients
- Processing client intake paperwork and client files
- Working in tandem with Reentry staff on client employment services needs
- Keeping supervisor apprised of significant problems, changes, successes, and communications regarding Reentry Program.
- Working one on one with clients on tasks assigned by the Reentry staff.
- Maintaining confidentiality of all client information.
- Attending team meetings and present on clients and update on intake/ reentry inquiries
- Attending outside inter-agency meetings and in-service sessions, as assigned
- Other duties and projects to be determined by Director of Programs and the Reentry staff
- Some evening and weekend shifts required

Training:

- Participating in portions of pre-service volunteer training
- Participating in training on how to provide emergency assistance to walk in OAR Reentry Clients
- Participating in training on how to assist Reentry staff with Intake Assessments and case management follow up with client.
- Participating with in-service trainings
- Participating on team meetings
- Participating in weekly individual meetings with OAR supervisory staff

- Attending meetings and/or training seminars with OAR staff

Qualifications and Special Requirements:

- Four year degree related to either psychology, sociology, criminal justice, social work, human services, or other related fields of study
- Excellent written and oral communication skills.
- Successful candidate must possess excellent interpersonal skills.
- Successful candidate must be able to set appropriate boundaries with OAR clients as well as interact with all clients, staff and volunteers in a professional manner.
- Successful candidate must be able to proficiently operate a computer, email system and Microsoft Office Suite or similar software.
- Successful candidate must undergo a background check including finger printing and urine analysis with the Arlington County Detention Facility, Alexandria Detention Center, Coffeewood Correctional Facility, and Peumansend Creek Regional Jail.

OAR is an equal opportunity employer we do not discriminate on the basis of race, color, religion, age, gender, sexual orientation, national origin, marital status, or disability. OAR is proud to be a drug-free working environment.

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