



## ANNOUNCEMENT OF OPEN POSITION

**POSTED:  
MARCH 3, 2025**

**POSITION:** FAMILY RE-ENTRY CASE MANAGER  
**LOCATION:** SOUTHSIDE FAMILY RESOURCE CENTER  
**REPORTS TO:** DIRECTOR OF FAMILY SERVICES  
**STARTING PAY:** \$23.00 per hour  
**SCHEDULE:** Full-time, 52 weeks per year

### **QUALIFICATIONS:**

- Associate's degree in social work, rehabilitation, or a related human services field.
- Experience or an understanding of working within the criminal justice system.
- Ability to navigate and function effectively in high-risk environments.
- Familiarity with local resources for those seeking employment readiness, job training, or adult education.
- Demonstrated success in career development or job placement.
- Excellent speaking, writing, and case management data skills.
- Proficiency with commonly-used personal computer word processing and data entry programs.
- Valid NYS Driver License and reliable transportation.

### **RESPONSIBILITIES:**

1. Provide Intensive Case Management (ICM) services for a caseload of up to 12 returning criminal justice-involved individuals, as well as case management assistance to family members who choose to participate.
2. Conduct initial assessments and goal setting, including the identification of assets and barriers to success.
3. Develop individualized plans with each program participant, including goals and objectives for employment and/or education. Provide motivation and support to participants in implementing their plans.
4. Establish and maintain productive, cooperative relationships with case managers from other community partner agencies involved in the lives of individuals on caseload.
5. Make referrals and facilitate enrollment in other community programs in furtherance of identified goals.
6. Provide job readiness services and support to participants, and assist with job search, placement, follow-up and post-employment services necessary for job retention or advancement, including on-site support, calls, referrals and any needed interventions.
7. Provide or arrange for needed hard skills training through community training programs. Conduct follow-up and monitor each participant's progress.
8. Complete all required forms, case notes, data collection and recording activities necessary for effective case management and project accountability and reporting.

*EOE/AA/M/F/D/V*

For consideration: please submit your information to:

**Jamie Colucci, Recruiter**

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For more information, visit us at [www.peace-caa.org](http://www.peace-caa.org)