



MISSION STATEMENT:

Homeboy Industries provides hope, training, and support to formerly gang-involved and recently incarcerated men and women, allowing them to redirect their lives and become contributing members of our community.

Essential Duties:

- Develop Service Plans through case planning and assessments
- Maintain accurate client files and case load statistics related to departmental goals, grants or projects
- Coordinate and collaborate with our Mental Health and Navigator Department to lead a weekly Secure Base team Meeting (a strength base and client led approach). Sustain interdepartmental communication as it relates to client's Service Plan and progress
- Maintain ongoing discussion with clients to discuss life, school, and work related goals.
- Collaborate with P.O.: help transport and facilitate contact with probation and parole departments
- Maintain accurate and detailed case notes regarding clients progress or any relevant information to the case planning
- Attend weekly case management staff meetings to discuss client's progress.

Qualifications and Experience:

- Reliable transportation and a valid driver's license
- setting and/or with formerly gang-involved or incarcerated individuals
- B.A/B.S degree in human services, social sciences or related field and/or 3+ yrs. experience working in correctional
- Mission driven person with strong work ethic; challenge seeker and problem solver; able to act and react as necessary even if limited information is available; not afraid to take charge of a situation
- Experience working with individuals of diverse ethnic backgrounds
- Advanced knowledge of Microsoft Outlook, Word, and Excel

If you are interested in applying for this position, please submit your resume to careers@homeboyindustries.org, please send a cover letter with your salary expectations.