



Center on Juvenile and Criminal Justice
Position Available: Sentencing Planner and Case Manager

The Center on Juvenile and Criminal Justice (CJCJ) is a private non-profit organization whose mission is to reduce society's reliance on the use of incarceration as a solution to social problems. We do this through the provision of programs to persons facing imprisonment, education efforts about imprisonment and its effect on people, and technical assistance to entities wishing to establish and/or evaluate programs working with those facing imprisonment. For more information, visit our website at www.cjcj.org

CJCJ is seeking a dedicated and energetic **Sentencing Planner/Case Manager** who will develop individualized sentencing reentry reports, plans, and strategies that reduce unnecessary institutionalization and promote individualized interventions, while also providing ongoing intensive case management and support. The position will work in partnership with community members to ensure a comprehensive collaborative approach to success. They will work with other community providers, defense attorneys, judges, probation officers and prosecutors.

Qualifications include:

- Experience in juvenile or criminal justice, case management, social work, substance abuse, non-profit programming, or other related fields
- Education in criminal justice, public policy, psychology, sociology, social work, law, creative writing, journalism, English literature, or related field
- Detail-orientated with excellent writing, research, and organizational skills and good time management
- Experience developing case plans preferred
- Strong interpersonal communication skills and engages well with young adults
- Excels when working with people from diverse backgrounds
- Experience providing case management or working with justice impacted individuals
- Knowledge of community-based service providers a plus
- High energy and strong initiative; ability to work independently as well as in a team setting
- Spanish-speaker a plus
- Passion for social justice work and ability to work under pressure
- A good sense of humor
- Maintain a valid driver's license and maintain access to a registered and insured vehicle to use in carrying out your job duties while providing services to the youth in the community

Duties include:

- Assess each referral to identify their individual reentry needs and personalized individualized goals, and write and develop pre-release and post-entry plans and strategies while including the youth's short and long-term needs and goals
- Provide reentry support to include referrals and specific linkages to health, mental health, employment, housing, skill development, mentorship, and social and recreational services



- Provide case management to maintain frequent client contact in the community through weekly in-person visits and calls, to support their reentry transition, for 15-20 youth
- Establish and maintain effective contact with the client's family members, community providers, case managers, social workers, attorneys, educational services, employment services, housing programs, treatment providers, and probation personnel
- Utilize a unified system of care through a network of community-based agencies
- Serve as the client's key advocate, attend Child and Family Team meetings, and evaluate their progress in meeting goals and make adjustments to further support their success
- Maintain case files and excellent documentation while tracking progress and outcomes
- Research and build on current knowledge of available community reentry resources
- Write and submit weekly and monthly reports for the Court and attend court hearings and provide testimony as needed
- Carry out all assigned responsibilities in a professional and timely manner

Benefits include:

CJCJ offers a competitive salary, excellent comprehensive benefits, a positive work environment, and a great team of committed professionals. This is a full-time position that can be partially remote. Full time benefits include complete health, dental, and life insurances, of which CJCJ covers 100% of the premiums – zero employee contribution. Additional benefits include an employer matched retirement account, 12 holidays/year, 10 sick days/year, and 10 vacation days/year (vacation time increases based off of staff seniority). The position also offers extraordinary opportunities for paid training, professional development, and supervision.

To Apply:

Send your resume and cover letter with “JJS Sentencing Planner/Case Manager” in the subject line to cjcjoffice@gmail.com. This position will remain open until filled so apply immediately if you are interested.

WOMEN, PERSONS OF COLOR, DIFFERENTLY ABLED PERSONS, AND INDIVIDUALS WITH PAST INVOLVEMENT IN THE JUSTICE SYSTEM ARE ENCOURAGED TO APPLY.