

**MICHIGAN PRISONER RE-ENTRY INITIATIVE--HOUSING SPECIALIST**

**JOB TITLE:**

Housing Specialist

**FIDUCIARY:**

South Central Michigan Works

**REPORTS TO:**

South Central Michigan Works

**JOB SUMMARY:**

This position will work closely with the Community Coordinator, the Service Coordinator and Parole Agent to identify housing related members necessary to make up each individual Transition Team. The position will also be responsible for establishing relationships with local housing providers and linking and coordinating available housing for returning prisoners through the Institutional Parole Agent and Field agent. The Housing Specialist will provide linkage, coordination and monitoring of services related to housing issues (i.e. landlord/tenant mediation, housing stability/self-sufficiency related workshops, personal budgeting, etc.) within the community and will seek additional funding sources for housing.

**JOB DUTIES:**

- Monitor housing service delivery, and collect housing related data, including stability/outcome data.
- Provide housing data collected to Service Coordinator for data entry
- Verify Housing Contractor/Performer/Service Provider Services
- Provide reports, as directed, to Community Coordinator and designated fiduciary representative
- Provide Parole Agents with housing options for participant placement approval
- Represent South Central Regional MPRI in regard to housing placement issues on community boards and forums, as requested
- Assist in arbitration of issues confronting participants and housing providers in support of the mission of the South Central MPRI Program
- Advocate on behalf of the MPRI program participants and stakeholders in regard to housing issues, self-sufficiency and related matters
- Oversee the implementation of housing initiatives as directed by the MPRI Steering Committees
- Research and support activities to secure additional funding in support of housing activities.
- Perform other duties as assigned by Community Coordinator and designated fiduciary representative

**ACCOUNTABILITY:**

Under contract with South Central Regional MPRI through South Central Michigan Works, is responsible for maintaining all reports, paper work, and files as required. Provide timely reports to Community Coordinator and fiduciary designee.

**JOB SPECIFICATIONS:**

This position requires an Associates Degree or equivalent, knowledge of community housing resources/services and experience working with Access and Excel Software. Successful candidates must possess strong interpersonal and communications skills, the ability to prioritize, and organize large amounts of data, and maintain strict confidentiality while working within a team environment.

**MICHIGAN PRISONER RE-ENTRY INITIATIVE  
SERVICE COORDINATOR**

**JOB TITLE:**

Service Coordinator

**FIDUCIARY:**

South Central Michigan Works

**REPORTS TO:**

South Central Michigan Works

**JOB SUMMARY:**

This position will work closely with the Community Coordinator, the Housing Specialist and Parole Agent. This position is responsible for coordinating all necessary community services areas identified in the TAP. The Service Coordinator is also responsible for coordinating and maintaining the data tracking system.

**JOB DUTIES:**

- Notify Service Representatives of Transition Team/In Reach participation when identified service needs are made known by MDOC representative.
- Work with Parole Agent, and Community Coordinator to determine composition of Transition Teams for each participant
- Participates in Transition Team Meetings along with community entities and the Parole Agent.
- Monitor service delivery, supportive service spending and collect related data, including outcome data.
- Verify Contractor/Performer/Service Provider Services
- Work in conjunction with Community Coordinator to develop database, maintain data/records of MPRI project, including a tracking system for participant referrals
- Provide assistance with collaborative case management and file maintenance
- Provide reports, as directed, to Community Coordinator and fiduciary designee.
- Act as resource for Parole Agents with regard to community services/resources
- Attend required Transition Team, Service Provider, Advisory Council or Steering Team and FAO Staff meetings, as directed
- Assist Community Coordinator, as requested
- Perform other duties as assigned.

**ACCOUNTABILITY:**

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**JOB SPECIFICATIONS:**

This position requires an Associates Degree or equivalent, knowledge of community resources/services and experience working with Access and Excel Software. Successful candidates must possess strong interpersonal and communications skills, the ability to prioritize, and organize large amounts of data, and maintain strict confidentiality while working within a team environment.