



Career Navigator
Maple Street Correctional Center (MSCC)/ JobTrain
Redwood City and Menlo Park, CA

Located on the Menlo Park/East Palo Alto border, JobTrain is a private non-profit job-training center and accredited school that offers an array of career training programs and supportive services for adults and out-of-school youth to help lead them to sustainable, stable careers. We serve individuals who have overcome significant academic, career and personal challenges to be successful in school and work arenas, and you will help make this a reality!

Five Keys Schools and Programs is the first charter school in the nation to operate inside of a county jail. Five Keys is a charter management (non-profit) corporation that operates three public charter schools within six California sheriff's departments and over 40 community satellite campuses in partnership with the reentry and workforce development community in each of the counties. Inside the Maple Street Correctional Center, Five Keys Schools and Programs provide quality educational programs, services and support for individuals currently incarcerated and preparing for release

POSITION SUMMARY

The Five Keys Career Navigator has a dual role working with Five Keys students enrolled in the Maple Street Correctional Center and at JobTrain. He/she provides instructional support to Five Keys teachers, administrators, students, and supports the MSCC program operations delivering a variety of work readiness and training activities throughout the MSCC facility. The Career Navigator also coordinates with Five Keys community site instructors at JobTrain, to help assure that students meet the Five Keys college and career requirements, including dual enrollment. Additionally, the Career Navigator will facilitate work-readiness and employment classes. All work performed in support of Five Keys Schools and Programs and JobTrain will be with a focus on building and maintaining successful working relationships with JobTrain and other local service providers, expanding current service offerings, and navigation to programs and services post-release.

JOB DUTIES AND RESPONSIBILITIES

- Work directly with Five Keys students, the San Mateo County Sheriff Department, JobTrain and local service providers to plan for reintegration from incarceration into the Bay Area Northern California community
- Coordinate and/or facilitate work-readiness classes that includes the development of employment soft skills, interview preparation, and financial and digital literacy, maintaining accurate records of individual attendance and progress
- Conduct regular follow up with referrals to determine progress post-release
- Provide back-up facilitation support when required if an in-custody teacher or staff is unable to facilitate scheduled workshop
- Conduct initial pre-release screening and assessments to determine the level of service and support needed regarding housing, education, employment, family, recovery, and community
- Refer screened candidates to appropriate JobTrain vocational programs which includes coordination with JobTrain training unit counselors

- Attend program and agency-related meetings and conferences
- Coordinate and support Five Keys students at JobTrain with college and career requirements, including dual enrollment
- Network with other reentry programs to provide services to Five Keys students
- Build and maintain relationships within the network of local service providers
- Abide by Five Keys, JobTrain and Sheriff's Department policies and procedures
- Screen appropriate candidates for JobTrain grants and work with the JobTrain's Re-entry Program Coordinator to get the enrollment forms and collect documentations as needed
- Other duties as assigned

KNOWLEDGE AND SKILLS

- Understanding of restorative justice or willingness to learn
- Experience with career advisement and work readiness
- Ability to build rapport with incarcerated students
- A team player with experience working in a collaborative environment with multiple agency partners
- Professional manner and appearance
- Advanced conflict resolution skills
- Promotes and supports multiculturalism
- Adaptable and flexible
- Ability to develop strong relationships with diverse groups of the community population, who may have conflicting interests and opinions
- Ability to maintain strong and appropriate boundaries with personal identifying information when interacting with students or community or program partners, and while at any school location or community or program partner site
- Exceptional written communication skills and ability to express complex ideas with clarity and precision in written documents
- Excellent interpersonal and organizational skills
- Excellent facilitation and presentation skills
- Eagerness to learn new things and adapt to constantly changing circumstances
- Ability to handle multiple deadlines and tasks simultaneously
- Advanced problem-solving skills; tactfully address and resolve questions/concerns
- Maturity and cultural competency for working with diverse populations; comfortable networking and building relationships with a wide variety of stakeholders
- Self-starter and relatively self-managed; takes initiative to learn and ask for help when needed

EDUCATION AND WORK EXPERIENCE

Qualifications

- ✓ Bachelor's degree in relevant field (i.e. Social Work, Human Services, Corrections, Criminal Justice, Sociology, Psychology, Education, or a related behavioral science). Related experience in workforce development or case management with the targeted population may be considered in lieu of a bachelor's degree
- ✓ Teaching credential strongly preferred
- ✓ Experience with career advisement and work readiness
- ✓ Relevant field or equivalent work experience preferably with incarcerated, formerly-incarcerated or other at-risk populations
- ✓ Access to a car and/or ability to drive is required

WORK ENVIRONMENT AND OTHER REQUIREMENTS

- Must be willing and able to work in a correctional facility and travel throughout the area to community sites
- Work environment varies from site to site. There is some personal safety risk working with the at-risk population
- Moderate noise level
- Travel to multiple sites required
- Clear TB Risk Assessment (or results, as needed) dated within 60 days of hire to be submitted within 10 days of hire required.
- Clear background check required to work inside San Francisco county jails.

How to Apply

Interested candidates should email a résumé and thoughtful cover letter to **info@jobtrainworks.org** with **Career Navigator** in the subject line. This position is now open, and applications will be accepted until the position is filled. JobTrain is an equal opportunity employer. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions). **JobTrain will require the successful candidate to undergo a background check.**

Note: Applications will be reviewed as they are submitted. Due to the volume of inquiries that we receive we are not able to respond personally to every resume. We do review every submission carefully and will contact those that we would like to bring in for an interview.