



Pathfinders  
Reentry Specialist / Case Manager  
Job Description

Pathfinders is a non-profit agency with the mission of empowering individuals and families to find their path from poverty to self-sufficiency. Our programs support people who are striving to become independent and financially stable

Duties and responsibilities:

- This position will provide case management and mentoring services to men in a jail-based substance abuse program within the Tarrant County jail.
- Coordinate service provision for the Second Chance Reentry Program including interfacing with both volunteers and clients
- Develop positive relationships with clients, verifying their eligibility for the program, communicating program objectives and helping them to communicate their needs
- Recruit, train and coordinate volunteer mentors to provide pre and post release mentoring
- Create reentry plans for clients prior to their release from incarceration
- Oversee individual mentoring for clients before and after release from correctional facility
- Facilitate group mentoring sessions and workshops within the jail setting
- Coordinate with partner agencies to provide transitional services for clients and support for volunteers
- Communicate with offender supervision entities as needed to provide consistent support for reentry clients
- Maintain service and participant data using Access database and Excel
- Complete and submit program reporting required
- Represent Pathfinders and the Second Chance Reentry Program to the community through presentations to faith and civic organizations and interaction with other agencies
- Adhere to Motivational Interviewing (MI) conversational style – training will be provided
- Perform other related duties as required

Knowledge, skills, and abilities:

- Experience with the reentry, homeless or other high risk populations

- Understanding of and compassion for the needs of formerly incarcerated individuals
- Experience in recruiting and coordinating volunteers
- Ability to facilitate workshops, lead groups, and create presentations
- Ability to prepare curriculum for workshops and group mentoring
- Ability to communicate effectively both verbally and in writing with staff, clients, volunteers, and the public
- Good analytical and problem solving skills
- Knowledge of the principles and practices of non-profit or social service agencies a plus
- Prior case management experience a plus
- Knowledge of Life Skills, Employment skills, Case plans a plus

Minimum Qualifications:

- Bachelor's degree or equivalent work experience
- Social Work degree a plus
- Bilingual in Spanish a plus but not required
- Experience with Motivational Interviewing a plus
- Computer competence in Excel and Word, experience with Access a plus
- Must have reliable transportation with valid auto insurance and Drivers License
- Background check required for admittance to correctional facility (criminal histories reviewed on case by case basis)

Submit resume to: [info@pathfinderstc.org](mailto:info@pathfinderstc.org)