



# Greater Newark Conservancy

## DESCRIPTION FOR THE JOB COACH POSITION

Newark is the population center of Essex County. Characterized by high unemployment and poor educational attainment, the cycles of crime and incarceration in Newark are very high. Further exacerbating this issue is the tendency for a very large proportion of individuals released from New Jersey's criminal justice system and the Essex County Jail to return to Newark. Effective reentry programs are thus of paramount importance.

**Group Discussions:** The Job Coach would initiate and lead structured group discussion sessions two times per month. Newly employed, formerly incarcerated clients will gather together for group discussions seeking to overcome barriers to long-term success. These meetings will be centered on workshops by employers or businesses on long-term strategies for success in the workplace and discussions regarding mental health issues and behaviors. Clients will then have discussion groups setting goals for their individual situations. Workshop goals will focus on improving job coping skills and the following basic life skills: Livelihood, Residence, Family, Health and Sobriety, Criminal Justice Compliance and Social/Civic connections.

**Job Coaching:** Each client will receive the services of a Job Coach who will monitor the program participants on a weekly basis to assess their progress at their places of employment. The Job Coach will cultivate relationships with the employer and will visit the job site of each participant once a week. The Job Coach will help clients learn, accommodate, and perform their work duties. They will cultivate interpersonal skills necessary to succeed in the work place and will help identify professional opportunities and provide advice and direction on how to best approach different projects, relationships, and work plans. The Job Coach will also help clients develop strategies for improving performance in particular areas, such as attendance, anger management, work-life balance, financial responsibility, sobriety, and criminal justice compliance while still remaining a valuable employee.

## EVALUATION STRATEGY

### Phase 1:

Clients will complete pre-assessments measuring their level of job skill competence (reliability, job history, general mental health, anger management, etc.).

### Phase 2:

Participating employers will complete a valid, reliable pre-assessment measuring their past experiences and expectations of formerly incarcerated employees. Each visit by the Job Coach

will include a check in with job supervisors to identify areas for improvement. At regular intervals, employers will complete a survey on their observation of the clients' work.

### **Phase 3:**

After six months of visits, each employer and client will complete a post-assessment to gauge their growth in the knowledge and skills targeted, as well as their experience with the program overall. Measurements from group discussions, review of action plan deliverables, and job coaching notes will all be compiled in a final report survey of clients.

### **Expected Program Outcomes:**

- 200 recently released, formerly incarcerated individuals will participate in group discussions.
- 75% of clients will complete 6 months of job coaching.
- Clients will experience 15% increase in employment retention rate over baseline data.
- 100% of clients will increase job coping skills-by self report.
- 75% of clients will report feelings of greater economic stability as a result of the participation in the program.

### ***Qualifications:***

The Job Coach will have at least two years' experience working with formerly incarcerated individuals or within the New Jersey or federal criminal justice system. The Job Coach will be knowledgeable about various barriers to transition from the prison system, rules related to parole and probation, and incentives for hiring formerly incarcerated individuals. The Job Coach must have a positive attitude.

Work hours, average 20 per week, are flexible but will require regular evenings and weekends as meetings with clients require. Pay rate is \$20-\$25 per hour based on experience. Please send resume and cover letter to [rdougherty@citybloom.org](mailto:rdougherty@citybloom.org). Position is available immediately.