Community Re-entry Program Coordinator – Justice Services | TAYFFI

Position Title: Community Re-entry Program Coordinator – Justice Services
Reports to: Manager, Justice Services
Terms of Work: 150 hours per month; Monday to Friday, 9am – 5pm
Wage: $27.00/hr

Position Summary: We are seeking a skilled and experienced individual to join our dynamic team for the position of **Community Re-entry Program Coordinator – Justice Services**.

This position is primarily focused on helping Black individuals who are transitioning from correctional custody back into the community, and society across Saskatchewan.

The Community Re-entry Program Coordinator is responsible for providing culturally responsive case management and reintegration support to Black individuals transitioning from correctional facilities into the community.

The incumbent will work collaboratively with correctional institutions, justice partners, and community organizations to develop individualized reintegration plans that promote successful community adjustment, reduced recidivism, and improve long-term outcomes for Black individuals.

Employment Classification: Term Contract; August 2026 – March 2027

Work Hours/Schedule: 150hrs/month; Monday – Friday; 9:00am – 5:00pm *(flexible arrangements as per clients' needs and employer's business)*

How To Apply: Resume and cover letter to be sent to the attention of the Executive Director, TAYFFI at info@trulyalivefoundation.org by **Friday, August 14, 2026.**

NOTE: Only applicants shortlisted for interviews will be contacted.

Preferred Core Competencies:

- Case Management
- Institution-based Program Coordination
- Community Reintegration
- Justice and Corrections (Federal and/or Provincial)
- Crisis Intervention through Trauma-Informed Practice
- Cultural Competency and Client Advocacy
- Motivational Interviewing and Conflict Resolution
- Community Outreach and Interagency Collaboration
- Report Writing and Documentation
- Confidentiality and Ethics
- Equity, Diversity, Inclusion, and Anti-Racism

Core Duties

- **Case Management:** Design personalized re-entry plans focusing on individual needs and risk factors.
- **Resource Connection:** Link clients to local housing, employment training, mental health and substance use recovery program, behavioural and emotional regulation support.
- **Progress Monitoring:** Track and document client compliance, program progress, and behavioral adjustments.
- **Collaboration:** Partner with institution and community parole officers, Black community elders, and intersectionality organizations relating to justice and welfare services

Key Responsibilities:

- Conduct comprehensive client assessments to identify strengths, risks, needs, and barriers to successful community reintegration.
- Develop, implement, and monitor individualized case management and reintegration plans.
- Deliver tailored support and culturally relevant interventions for victims and Black offender's family.
- Facilitate access to housing, employment services, education, healthcare, mental health supports, addiction recovery treatment, financial assistance, and resources essential for successful community re-entry.
- Build and maintain collaborative partnerships with correctional institutions, parole and probation services, Black community organizations, employers, and social service agencies.
- Provide crisis intervention, advocacy, conflict resolution, and ongoing emotional support using trauma-informed, client-centred, and culturally responsive approaches.
- Facilitate life skills, employment readiness, and community integration workshops to enhance clients' independence and self-sufficiency.
- Maintain accurate, confidential client records, case notes, reports, and program documentation in compliance with organizational policies and legislative requirements.
- Monitor client progress, evaluate outcomes, and adjust service plans to address changing needs and promote successful reintegration.
- Support compliance with community supervision conditions while encouraging personal accountability and positive behavioural change.
- Promote equity, diversity, inclusion, and anti-racism principles by addressing systemic barriers affecting Black individuals involved in the criminal justice system.
- Participate in multidisciplinary case conferences and collaborate with justice professionals to ensure coordinated service delivery and continuity of care.
- Contribute to program development, community outreach initiatives, and continuous quality improvement through data collection, reporting, and stakeholder engagement.
- Perform other duties as assigned.

Preferred Personal Attributes and Essential Skills

- ✓ **Education:** Completion of university program in Social Work, Political Studies, or other Social Science degree
- ✓ **Interpersonal Communication:** Professional communicating, liaising, and networking; constructive interpersonal relationship with all internal and external contacts; fluency in English language (French language and other minority languages an asset)
- ✓ **Conflict Resolution and Deescalation:** Strong conflict resolution and motivational coaching abilities for de-escalating situations
- ✓ **Knowledge of the Law:** Understanding of community corrections, conditional releases, and the criminal justice system.
- ✓ **Cultural Awareness:** Training in trauma-informed care and local Indigenous history or community needs
- ✓ **Confidentiality:** Works well with confidential information, applying need-to-know rules effectively
- ✓ **Compliance:** Ability to comply with all relevant organizational policies and procedures; commitment to organization's objectives, goals, and operational strategy to achieve priority outcomes
- ✓ **Time management:** Effective time management to complete assigned tasks and duties; consistently open to change and adapt readily to shifts in tasks and circumstances
- ✓ **Traveling:** Personal vehicle with class 5 Driver's License
- ✓ **Vulnerable Sector Check:** Criminal Record Check for the vulnerable sector