



**ALEPH
INSTITUTE**
No One Alone,
No One Forgotten.

WHO WE ARE: The Aleph Institute is a non-profit Jewish religious, educational, and humanitarian organization. Our programs are not restricted to the Jewish community. Rather, we effort to help currently incarcerated/convicted individuals, formerly incarcerated/convicted individuals, their loved ones, and any individuals who are otherwise in need. We are strong proponents for the reformation of the criminal justice system and the reduction of recidivism rates through alternative sentencing methods and reentry services. Some of the types of assistance we provide include housing, social services, access to healthy food and healthcare, and employment resources.

WHO WE ARE LOOKING FOR: We are looking to hire a Case Manager. The Case Manager will lead our reentry program, which is designed to help individuals who are re-entering society after incarceration as well as their loved ones. This is a part-time, paid position. Specific duties may include:

- Assessing referred individuals (and/or their families) for unmet needs and making appropriate referrals to social service agencies and other assistance organizations;
- Providing ongoing support to program clients via periodic follow-up visits, email correspondence, and phone calls;
- Consulting with supervisor, advisors from other community agencies, religious communities and social service agencies about decision-making in cases of crisis situations;
- Documenting client interactions accurately and in a timely fashion;
- Managing reentry program, including by tracking participation levels and surveying satisfaction with services provided; and
- Overseeing volunteers also involved with the reentry program.

QUALIFICATIONS: Requirements include: a degree in social work or related field, prior experience working in individual support, child abuse/criminal clearances, a valid driver's license, and ability to drive within Allegheny County. Applicants must also have strong oral and written communication skills as well as the ability to work independently and adapt to a variety of settings and circumstances.

Applicants should also be sensitive to past criminal convictions, incarceration and histories of arrest. A working knowledge of community and governmental resources available for re-entry populations, those suffering from mental health issues/addiction, and/or those who are otherwise in need is a plus, but not a requirement.

Ideal candidates have an interest in criminal justice reform, family reunification, and/or public policy. This job offers great hands-on experience for those considering a future in prisoner advocacy work and/or social work!

INTERESTED? Applicants should submit a cover letter describing their education, career goals, and relevant experience, along with their resume and college transcript (if you are a recent graduate) to receptionist@alephne.org.