

Outreach & Access Coordinator Statewide Corrections Outreach

Colorado Department of Higher Education

POSTING DATE: March 10, 2017
CLOSING DATE: March 19, 2017
SALARY RANGE: \$40,000 Annually

The Department

The mission of the Colorado Department of Higher Education (CDHE) is to improve the quality of, ensure the affordability of, and promote access to, postsecondary education for the people of Colorado. The Department carries out the policies of the General Assembly and the Colorado Commission on Higher Education (CCHHE). The CDHE works in consultation with institutions, students, and other stakeholders to advance strategic policy initiatives that advance the CCHHE's Master Plan. Under its own authority, and through the CCHHE, the Department oversees and coordinates state policy for 13 public four-year institutions; 18 two-year institutions (including a system of 13 community colleges); two independent local district colleges; and three local area technical colleges. In addition, through the CCHHE the Department regulates private four-year institutions; and several hundred private occupational schools under the direction of the Board for Private Occupational Schools. The Department is organized into six divisions: Student Success and Academic Affairs; Policy and Legislative; Data and Research; Advocacy and Outreach; College Invest/College Assist; and Finance. In addition, pursuant to statute, for purposes of the state budget and certain administrative functions, the State Historical Society is authorized under the Department of Higher Education.

The Position

Based in Denver, Colorado, the Statewide Ex-Offender Outreach Coordinator will provide a primary single point of contact to serve as a liaison between College In Colorado (CIC), a unit within the Advocacy and Outreach Division of CDHE, and the Colorado Department of Corrections (CDOC).

The candidate selected for this position will work with citizens with prior convictions coming out of incarceration who need additional support. The candidate will also provide educational counseling, college advisement, career planning, finance aid support and "Own Your Own Future" website training for inmates and designated Colorado Department of Corrections, (CDOC), staff members located at state and private correctional facilities and Parole Re-entry Centers.

The successful candidate will also demonstrate cultural competences, task completion and project management expertise; show creativity in problem solving; and possess effective communication and facilitation skills.

The Outreach Coordinator will be expected to maintain a strong working knowledge of resources available for those involved in the criminal justice industry, and the process necessary to access them.

The Outreach Coordinator will establish and maintain a professional working relationship with partners in the field and occasional travel throughout the state is required. This position will also assist in preparation and administration of internal and external conferences and trainings by assisting with presentations, agendas, handouts, and other materials preparation as required.

Essential Duties/Responsibilities

The individual will focus on the following activities, with a review after year one to ensure that Department of Corrections and College In Colorado goals are being met:

- Outreach to offenders in public and private prisons including presentations, live demos of the website, and participation in Reentry fairs –
 - In-person visits on a quarterly basis
 - Present to pre-release classes, general populations, and reentry units
- Outreach to recently released individuals including community events, classes at reentry, and job fairs.
- Provide case management to a cohort of individuals with prior convictions
 - Assist potential students in addressing barriers to higher education including assistance with:
 - Resolving defaulted student loans
 - Filling out FAFSA
 - Visiting campus with potential students and facilitate introductions with campus staff
 - Corresponding with incarcerated individuals to map out higher education plans prior to release
- Provide training for Department of Corrections professionals and other community partners, including institutions of higher education
- Provide technical support to OYF users
 - Communications duties including newsletter submissions and other duties as suggested by the CIC Communications Director
- Administrative duties including mailing list upkeep, appointment scheduling when needed, and keeping up the FAQs
- Research, maintain and provide up to date information on campus based student support services, including specialized student support programs for OYF users and refer and coordinate with those programs to best meet the individual needs of the OYF users.
- Attend all CIC outreach and staff meetings, unless excused by supervisor.
- Outreach to connect with OYF users using a variety of communication approaches to ensure their ongoing engagement. These communications strategies can include, but are not limited to; in person contact, phone and email, and letter correspondence.
- Maintain basic client updated records with plans, notes, appropriate forms, or related information.
- Respond to all emails and phone calls in a timely manner.
- Present a professional attitude toward the community at large and respectful behavior toward staff.
- Partner with other CIC staff to obtain training and event support.
- Monitor and recommend changes/updates to CIC.org and OwnYourFutureColorado.com based upon stakeholder input.
- Contribute to the development of CIC/OYF materials, webinars, PowerPoint presentations and other collateral materials.
- The normal working hours are 8 am to 5 pm Monday through Friday, though this position may require evening and weekend hours, with eligibility for compensatory time.

Other Duties/Responsibilities

- Performs other duties as assigned.

Knowledge, Skills and Abilities:

Minimum Qualifications:

- Experienced in Public Speaking
- Bachelor's degree in Criminal Justice, Human Services, Social Work, Psychology or other related field
- Prior experience working with specialized client populations including offenders, juveniles, or homeless populations.
- Ability to establish trust and respect
- Strong interpersonal skills
- Desire to continue research regarding evidence based practices and new legislation
- A valid Colorado driver's license, and good driving record
- Excellent oral and written communication skills, and exemplary customer relations skills
- Cross-cultural sensitivity
- Solid knowledge of standard office software, such as Microsoft Word, Excel, PowerPoint and Outlook
- Physical effort required in the handling of objects up to 50 (fifty) pounds

Preferred Qualifications:

- Experience in the criminal justice system
- Experience in higher education, college admissions or financial aid

This position is a one-year position with the option to renew, depending on funding availability.

This position is non-classified and exempt from the rules of the Colorado State Personnel Board.

Employment is contingent upon successful completion of a criminal background check.

Application Procedures:

To be considered for this position, candidates must possess the essential qualifications listed above and submit a complete application package, which includes the following:

1. **Cover Letter or Letter of Application**
2. **Resume or Vitae**

Submit your completed application materials to:

clangan@college-assist.org

or:

Colorado Department of Higher Education
Human Resource Director
1560 Broadway, Suite 1600
Denver, CO 80202

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