



About us

Nation Outside is a grassroots advocacy organization ENTIRELY led by justice impacted and formerly incarcerated leaders. We envision a society where our communities are safe and vibrant, all people are treated with dignity and respect, and justice and fairness are available to everyone.

Our mission is to drive policy and practice reforms that build transformative systems of support for justice-impacted families and communities. To achieve our mission, first we work with our directly impacted peers in Michigan communities to empower them with knowledge of the political and legislative processes and inspire them to civic engagement through education, advocacy, and leadership. Second, we serve as walking narrative changers, and leverage our expertise to change hearts and minds, which then exacts system innovation and community impact.

TITLE: Program Manager, Peer Led Reentry (Oakland County)

DIRECTLY REPORTS TO: Executive Director (Nation Outside)

SALARY RANGE: \$50,000 - \$60,000, Health Benefits

SUMMARY OF DUTIES:

In accordance with Nation Outside's mission statement, policies and procedures, professional Code of Ethics, State of Michigan licensing and COA standards; the PLR Program Manager leads the successful implementation and evaluation of Nation Outside's Trauma Informed Peer Led Reentry pilot in Oakland County. The program manager will work in conjunction with the Oakland County Regional Coordinator, Wayne State Center for Behavioral Health & Justice, and Oakland County Community Corrections to successfully plan, execute, and measure Peer Led Reentry services for the Oakland County Cohort.

Overview: In this role, you will partner as needed, working cross functionally to ensure the successful implementation of PLR's training/certification, service delivery outcomes, and evaluation across multiple pilot sites in Southeastern Michigan.

Classification: Peer Led Reentry

Job Title: Program Manager, PLR

I. Training Implementation

- Finalize curriculum and training materials
- Upload curriculum and training content into online platform
- Obtain final Director approval of training materials
- Plan & coordinate PLR 14 day training logistics
- Work with Nation Outside Director of Strategic Communications to develop recruitment assets
- Recruit 10 Trainees (Including A Brighter Way Trainees)
- Serve as lead trainer for PLR Training & oversee administration of testing

- Obtain credits for training program through SW or CJ program (Preferably Wayne State)

II. Oversee the Successful Implementation of PLR Services in Oakland County

- Oversee Hiring and retention of PLR staff – Work with Nation Outside/SJM HR staff to assure new staff onboarding, and record management of staff files.
- Purchase equipment for staff
- Work with IT vendor to assure client record management is HIPPA compliant
- Procure legal documents for release of information and client program acknowledgement forms, photo release forms, etc.
- Create case management and data tracking methods that allow for program evaluation outcomes tracking
- Manage caseload of up to 8 client mentees
- Manage PLR staff schedule and staff meetings
- Hold office hours and assure PLR supervision during any OC3 office hours
- Work with Nation Outside Regional Coordinators from Oakland, Detroit, and Washtenaw Counties to organize client and staff attendance at monthly events, outings, and chapter meetings (to meet social connectedness and civic engagement outcomes).
- Assure client action on Nation Outside Policy Initiatives (Introducing FCH to Oakland, Voter education and rights initiatives, second chance hiring, etc).
- Develop partnerships with service and resource providers that will benefit PLR clients and help them meet their outcomes. (Building relationships with landlords, employers, food banks, etc.)
- Oversee Nation Outside presence in OC3 probation groups.
- Host monthly program meetings with OC3 leadership and management to assure quick resolution of any issues that may arise.
- Plan end-of-program celebration for clients and loved ones.

Program Administration:

- Supervise PLR Staff and have weekly supervision
- Manage PLR Budget
- Work with SJM/NO Finance/HR personnel to assure payroll of PLR staff
- Work with Center for Behavioral Health & Justice to assure successful evaluation
- Work with NO development team to fundraise for program
- Prepare monthly program reports and weekly activity reports
- Assure A Brighter Way is meeting program outcomes and adhering to program model fidelity

III. Policy Advancement

- Work with NO Policy team to advance initiative to trailblaze Medicaid reimbursement and other sustainable funding pathways for PLR services
- Work with DHHS and consultants to assure the testing of relevant codes and billing structure
- Promote PLR in conversations with legislators and state and county administrators



- Advocate for PLR using NO talking points

IV. General

- Represent NO at community meetings, events, and conferences that include a wide variety of constituents and stakeholders, as requested, and mobilize NO's membership base to attend.
- Effectively communicate the mission, vision, and values of NO to all members in a courteous, articulate, inspiring, and professional manner.
- Accurately communicate information about NO policy initiatives using materials provided for that purpose.
- Participate in meetings and training hosted by Nation Outside staff.

REQUIRED SKILLS & EXPERIENCE:

- Must be formerly incarcerated
- Five years since release
- Bachelor's Degree in human service, social work, or related field (Masters Preferred)
- Excellent written and verbal skills
- 2+ years experience in supervision practices
- Knowledge of Intake, Assessment, and Case Management Practices
- Basic understanding of research and evaluation processes
- Valid License and familiarity with Oakland County region
- Commitment to growth and mentorship
- Ability to create and foster relationships
- Excellent written and verbal skills
- Knowledge of Gmail, Zoom, Google Meet, and Drive
- Willingness to be open to feedback and learning
- Knowledge of the different communities and cultures where Nation Outside operates
- Commitment to Nation Outside's core values and internal culture.

This full-time position is headquartered in Oakland County. Work from home is permitted, but is expected that manager be present to provide office staff with supervision during all Oakland County Community Corrections Office hours.

This position requires 24-7 on call support in case of rapid response.

Nation Outside is a Bi-Partisan organization and an at-will employer.