

San José State University Research Foundation

Position: Mentor I (RCP, SJSU)

DEPARTMENT: Department of Justice Studies,
College of Social Sciences (CoSS)

IMMEDIATE SUPERVISOR: P2E Program Manager

POSTING DATE: November 2, 2020

CLOSING DATE: Open until filled

SALARY: \$25.00 - \$28.00 per hour

BENEFITS: Exceptional benefits for employees and eligible dependents: Company subsidized CalPERS medical selections, 3 PPO's and 7 HMO's; company paid dental and vision insurance for employees and eligible dependents; Life, AD&D, and LTD coverage; paid federal and state holidays; a 403 (b) retirement option with a 7% employer retirement contribution following 1 year of benefited employment, with immediate vesting; vacation accruals and a stand-alone sick leave hours accumulation; and a subsidized post-retirement medical insurance plan for eligible employees.

EXEMPT STATUS: Non-Exempt (Hourly)
Part-time (60% FTE, 24 hours per week, benefited)
Continuation of the position and hours worked is dependent upon the availability of government funding/grant

GENERAL NATURE OF POSITION:

The Record Clearance Project (RCP) Path to Expungement (P2E) Counselor (peer mentor) at San José State University is part of a team of mentors handling a caseload to assist current and future RCP clients in navigating the expungement process. The P2E team of mentors, supported by student assistants and staff, help clients receive needed services and guide them toward eligibility for clearing their records. Duties start while people are in custody and continue upon release as the P2E team helps clients move forward with their lives.

As a member of the P2E team, a counselor will perform duties, as noted below

ESSENTIAL DUTIES & RESPONSIBILITIES:

10/19/2020

1) Mentorship and guidance from custody through release to readiness for record clearance:

- Provide support to people while they are in custody to help them upon release take steps needed to prepare for expungement.
- Document contacts and attempted contacts with mentoring clients in on-line reporting system.
- Do client self-sufficiency assessments at periodic intervals.
- Guide client in determining case plan and goal-setting and record results.

2) Client/ Community relations:

- Participate as a speaker in community education presentations (including presentations to those in custody), and community events regarding the program's work.
- Attend community events to explain the importance of the expungement process.

3) Document contacts with mentoring clients in on-line reporting system.

4) Help train RCP and P2E students regarding working with justice-involved people.

5) Other duties as assigned.

INTERPERSONAL CONTACTS:

- 1) Reports to P2E program manager; coordinates schedule with lead counselor (mentor).
- 2) Communicates with mentoring clients' in- and out-of-custody.
- 3) Interacts with internal office staff and students on a daily basis.

SUPERVISORY RESPONSIBILITIES

None, though will be asked to guide, direct, or assign activities of the Service Delivery Team, including student assistants.

QUALIFICATIONS:

1) Education and Experience

- High school diploma or GED preferred.
- Minimum of 2 years related experience.
- Experience of going through the expungement process and familiarity with the RCP.
- 2 years of experience working in a diverse, multi-cultural setting is required.
- 2 years of experience working in self-directed, high initiative-low supervision environments is preferred.

2) Knowledge, Skills, Abilities Required

- General familiarity with the RCP program and expungement law and procedure.
- Knowledge of issues affecting justice-involved individuals, including low-income communities and/or communities of color.
- Excellent oral, written and interpersonal communication skills and comfort in public speaking to diverse audiences.
- Exceptional initiative and creativity; strong leadership skills.
- Ability to work collaboratively in a team setting with students, people with convictions and community members.
- Ability to gain clearance to Santa Clara County jail facility.

- High level of professionalism and attention to detail.
- Ability to maintain confidential, sensitive information.
- Proficient and experienced in Microsoft applications (Word, Excel and G-mail);
- Knowledge of database management and reporting.
- Valid California driver's license and a good DMV record is required.
- Ability to speak Spanish or Vietnamese is desired.

3) Complexity of Duties

- Exercises fairly independent judgment in developing methods and evaluating criteria for achieving results.
- Resolves problems creatively, efficiently and collaboratively.
- Works with minimal direction on assigned projects/programs.
- Works with a variety of clients at any given time – multi-task.
- Ability to work both individually as well as in a group/team effort.
- Work has high impact on program's ability to reach contract goals and meet deadlines.
- Evening and/or weekend availability for phone calls frequently required.

4) Physical Requirements

- Typical office environment and equipment to sit or work at a computer terminal to enter file notes.
- Operation of basic office equipment and programs is essential.
- Ability to navigate jail facility.

PLEASE NOTE: This position is considered a “sensitive” assignment by Research Foundation and CSU policy. Consequently, an offer of employment for this position is strictly contingent upon the successful applicant undergoing and successfully completing the Live Scan (fingerprinting) process.

NOTE: This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

BENEFITS:

The comprehensive benefit package includes:

- Ten company subsidized CalPERS health insurance plans to choose from (employee contributions differ according to plan and level of coverage)
- Employer paid dental and vision for both employee and eligible dependents
- Life, AD&D, LTD with supplemental coverage opportunities
- 13 paid Federal & State Holidays
- Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component, which vests immediately
- Vacation hours accruals and separate sick hours accumulations.
- Employee discounts
- Paid training and conferences

The Research Foundation provides excellent benefits package to benefited employees. Please visit [Benefits & Compensation page](#) to get more details.

APPLICATION PROCEDURE

To apply for this position, an applicant must submit an [employment application](#) for employment, as well as a resume and a cover letter. The applicant may do this via e-mail or by regular mail. **The formal employment application is located on the Research Foundation**

website on the [Forms page](#). Due to the COVID-19 health crisis, all candidates must submit their application materials via the foundation-jobs@sjsu.edu email address.

Please address your formal application, your resume and your letter of interest directly to:

San José State University Research Foundation

Attn: HR/Job Code **Mentor**

E-mail: Foundation-jobs@sjsu.edu

Reasonable Accommodation

The San José State Research Foundation is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information.

Research Foundation employment is separate and distinct from San José State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San José State University Research Foundation (SJSURF) is a non-profit auxiliary of San José State University. SJSURF is totally self-supported. The majority of the organization's funding comes from the federal government, and other public and private entities. With annual revenues totaling over \$65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

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A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.