Brain Injury Re-entry Specialist

Admin Use Only

Position:	Brain Injury Re-entry Specialist	**Region:**	Denver Metro
Department:	Professional Programs	**Type:**	In-person
Reports to:	Systems Outreach Coordinator - Criminal Justice	**Population:**	Justice-involved persons with traumatic brain injuries (TBIs)
Office Locations (this position works out of the two locations):	BIAC's Denver Office (1325 S. Colorado Blvd, Suite B300, Denver, CO 8022) and either Denver County Jail or Downtown Detention Center	**Hours:**	Full-time
Preferred Start Date:	October 5th, 2020	**Starting Pay:**	$42,500

Introduction

The Brain Injury Alliance of Colorado (BIAC) is the go-to resource for help and services for survivors of an injury to the brain, their families, and providers. BIAC fosters a flexible work environment that encourages creativity and collaboration. We are seeking compassionate individuals who want to be part of a fast-paced and growing organization.

Our vision is that all persons with a brain injury thrive in their community. Our mission is through guidance, resources, support, and education, we seek to engage with Coloradans in the lifelong growth of those affected by an injury to the brain.

The Brain Injury Alliance of Colorado believes in the following core values and uses these as guiding principles in the work that we do and the partners that we seek.

- Collaboration - We are strongest as a united community working together to help those affected by a brain injury to thrive.
- Compassion - We believe it's essential to have empathy for those affected by brain injuries. We strive to approach each interaction with patience and understanding.
- Fiscally Responsible - We ensure that all funds are used wisely to maintain a financially viable organization to serve our mission.
- Forward-Thinking - We continually work towards creative solutions in all that we do.
- Integrity - We aim to create a culture of professionalism, credibility, and honesty.
- Respect - We strive to preserve the dignity of persons with a brain injury by valuing their individuality.

Mission of Role

Be part of a team of knowledgeable, compassionate, and helpful allies for BIAC clients. As a Brain Injury Re-entry Specialist, work face-to face with clients incarcerated at the Denver County Jail to develop understanding and insight into brain injury symptoms while supporting them as they prepare to re-enter the community.

Successful Brain Injury Re-entry Specialists are 1) resilient, 2) able to maintain enthusiasm and a positive attitude in an emotionally turbulent environment, 3) able to establish and maintain trusting relationships with clients and other staff members based on openness, honesty, and a willingness to engage in difficult conversations, 4) able to approach complex problems creatively while maximizing available resources, 5) able to confidently build and manage their own organization systems, and 6) naturally curious, lifelong learners.

Goals and Outcomes

Program and Service Delivery (taking about 65% of time)

1. Client Contact: Provide guidance, support, and hope while navigating the criminal justice system and preparing to re-enter the community (taking about 45% of time).
    a. Brain Injury Screening: Screen at least 200 justice involved individuals for brain injury annually utilizing the Ohio State University Traumatic Brain Injury Identification Method
    b. Accommodations Development: Collaboratively develop symptom accommodation plans with at least 125 justice involved survivors of brain injury annually
    c. Re-entry planning: Collaboratively develop comprehensive and wrap-around re-entry plans with at least 125 justice involved survivors of brain injury annually
    d. Psychoeducation Groups: Facilitate AHEAD groups for 150 justice involved survivors of brain injury serving annually
2. Client Support: Provide behind-the-scenes support for clients to meet client needs (taking about 10% of time)
    a. Contact professionals, research available programs and resources, network professionally and other strategies as appropriate to meet client needs.
3. Data Entry and Documentation: Maintain complete and accurate client records in the database (taking about 10% of time).
    a. Within 48 hours of interacting with the client update case with area of need and description and record details of client contact related to case including duration, type of contact, and summary of activities.

Training & Professional Development (taking about 5% of time)

4. Lifelong Learning: Participate in training and professional development activities on an ongoing basis.
    a. Attend between 70-110 hours of training and/or professional development annually. Up to 50 hours annually will be supervisor-selected, and the remaining hours will be employee-selected.

5. (Optional) ACBIS Certification: Become a certified brain injury specialist.
    a. Acquire ACBIS certification (training provided by BIAC).
    b. Obtain continuing education to meet ACBIS ongoing certification requirements (10 CEs annually).

Team Building & Cross Collaborations (taking about 5% of time)

6. Team Building: Strengthen connections within program area and department.
    a. Attend and actively participate in departmental meetings as scheduled.
    b. As appropriate, inform, refer and help clients enroll in other BIAC services which may include, but are not limited to: self-management program, recreation programs, classes and workshops, social activities, newsletter subscription, educational materials, financial support programs and ticket giveaways.
7. Cross Collaborations: Grow connections with BIAC staff in other departments and/or with outside agencies.
    a. Attend in-person and actively participate in all-staff meetings.
    b. Participate in an employee-selected cross-collaboration opportunity. Opportunities within BIAC include, but are not limited to: StepUp Committee, Schwellness Committee, Pikes Peak Challenge Planning Committee, and volunteering at a special event. Other opportunities, including those with outside agencies, may be considered (i.e., participation on a board or advisory committee), but require supervisor approval.

BIAC Administration (taking about 5% of time)

8. Policies and Procedures: Adhere to all BIAC policies and procedures.
    a. Read, and respond to as needed, all BIAC correspondence including, but not limited to, internal emails and Chatter feeds.
    b. Submit bi-weekly payroll forms completely and on time.
    c. Manage employee profile in Zenefits, ensuring accuracy of information, including leave balances.
    d. Use BIAC's Google Calendar system to accurately reflect day-to-day schedule.

Role Competencies:

- Enjoys working hands-on with clients
- Customer service–oriented
- Active listener
- Strong time management skills
- Strong oral and written communication skills
- Strong interpersonal communication skills
- Empathetic
- Organized
- Efficient

- Creative problem solver
- Outgoing
- Patient
- Comfortable talking with people of all backgrounds
- Team player
- Detail-oriented

Technical Skills

- Advanced internet skills
- Experience using a database tracking system (Salesforce preferred)
- Proficiency and willingness to use tools to facilitate communication as needed (i.e., Google Meet, GoTo Meeting, Google Drive, One Drive, Gmail, Google Calendar)

Required Qualifications

- Bachelor's degree, or equivalent experience, in a related field
- Experience navigating systems in a human services, case management, social work, or other applicable setting
- Knowledge of community, state, and federal resources for brain injury, disability, or human services specific to the region this position serves
- Knowledge of Colorado criminal justice systems and infrastructure
- Experience with the criminal justice system, professional or lived
- Experience with small group facilitation
- Access to reliable transportation for travel within the region this position serves
- Spend about 20% of time per week on travel between BIAC office, Denver Jail, and meetings in the community
- Travel to other meetings and events within the state, sometimes after hours and on weekends
- Ability to pass background checks according to Denver Sheriff's Department and BIAC guidelines (a history of justice involvement and/or incarceration is not in itself disqualifying)

Preferred

- Bilingual (English and Spanish)
- Experience working with people with cognitive disabilities and/or behavioral health challenges and involvement in the criminal justice system
- Experience presenting to large and diverse audiences as well as boards and committees
- Experience teaching life skills such as: organization, financial management, healthy lifestyle, social skills, job skills, computer and internet usage
- ACBIS Certification

How to Apply

Please go to **https://biacolorado.org/careers** to apply. Applications will be reviewed and interviews scheduled on a rolling basis.