



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting submissions for the position of

Mayor's Initiative for Reentry Affairs (M.I.R.A.) Coordinator

Salary: \$47,471.00 - \$58,549.00 (salary for this position is established per Bridgeport Municipal Ordinance 2.36, salary of selected candidate will be determined by the Chief Administrative Officer). This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email the supplied application, resume and three (3) professional references (name, title, business/company name, and contact information), to the Civil Service Commission Office/Human Resources Office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Submissions must be submitted or postmarked no later than *Thursday, October 19, 2017.*

Program Overview:

The Mayor's Initiative for Reentry Affairs (MIRA) program provides linkage to community resources and information for the empowerment of persons previously incarcerated. MIRA strives to foster a productive and supportive environment where persons convicted of offenses may thrive, prosper and contribute to the social, political, and economic development of self, family, and community.

Mayor's Initiative for Reentry Affairs (MIRA) makes a positive difference in the lives of the formerly incarcerated in the City of Bridgeport by cultivating their personal growth and career success through appropriate referrals and community support.

General Statement of Duties:

The Mayor's Initiative for Reentry Affairs (MIRA) coordinator provides advanced oversight and direction in the critical area of offender reentry. This individual will prepare the formerly incarcerated for reentry; focusing on reentry programming and community resource transition. The coordinator works with other disciplines, agencies, and organizations to develop programs, resources, and activities designed to facilitate the successful reintegration of ex-offenders in the Bridgeport Community; including outreach and group level presentations.

Typical tasks, assignments, responsibilities:

1. One-on-One Counseling

- a) Works both diligently and patiently with participants to provide them with the proper evaluation, resources, and information that they need.
- b) Make employment referrals and job placement.
- c) Provides referrals to appropriate agencies which enables individuals to access needed services such as financial assistance, transportation, nutrition, employability, pardon(s), etc.

2. Outreach

- a) Outreach conducted throughout Bridgeport and State of Connecticut to promote the M.I.R.A. program.

3. Group level presentations

- a) Employment training
- b) Communication of program policies and goals

- c) Liaison between program participants and local/State agencies; including State of Connecticut DMV, DSS, & DOC.
- d) Provide tips for success and regulatory standards.

4. Manage grant reporting and program development

- a) Work closely with Chief Administrative Office staff to prepare reports for and communicate with State/Federal funders.
- b) Keep appropriate records for all program activities.
- c) Ensure requirements for program deliverables are understood and presented to City Officials, staff, and other parties.
- d) Develop and monitor program systems, policies, and procedures.

Minimum Qualification and Requirements:

The successful candidate will be familiar with restorative justice, victim advocacy, offender services, or related fields. Experience with civic affairs, community groups, governmental (City, State and Federal) and community agencies. Must be willing to effectively work with the prison population. Experience supporting, empowering and managing individuals. S/he will possess excellent networking, listening, organizational and writing skills; as well as ability to self-motivate and coordinate work with collaboratives.

Additional Desired Qualifications include:

- *Bachelor's Degree and two years of experience, or six years of experience in restorative justice, victim advocacy, offender services, social work or related field.*
- *Excellent organizational skills.*
- *Excellent interpersonal and communication skills.*
- *Demonstrated ability to maintain confidentiality with sensitive information*
- *Demonstrated ability to inspire community participation and build coalitions.*
- *Highly proficient with Microsoft Office and general computer skill.*

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

Please note: due to the anticipated volume of submissions received, we will only contact those applicants whose experience, background, and skills best match our requirements.

An Equal Opportunity Employer MF/AA/DIS

**For further information and contact:
CIVIL SERVICE COMMISSION/HUMAN RESOURCES OFFICE
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103**

This is the application for the M.I.R.A. Program Coordinator position only.

Do not use this application to apply for any other positions/examinations

To apply for this position, you must submit:

1. An application, found on the following pages of this document
2. Resume
3. Contact information of three (3) professional references

Print out this form and fill it in, in ink. Do not use pencil. Deliver in person or mail this application to:

Civil Service Commission
City Hall, Room 106
45 Lyon Terrace
Bridgeport, CT 06604

Applications and required documents may also be scanned and emailed to:
cob.jobs@bridgeportct.gov

Please be sure to answer all questions on this application and follow these instructions carefully.

Please do not call the office to ask about the status of your application

We will contact you as soon as we have information to share with you about this position. We thank you for your patience.

Thank you for your interest in applying for a position with the City of Bridgeport.

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CITY OF BRIDGEPORT, CONNECTICUT

CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604-4023

Non-Competitive/Seasonal Employment Application

Position Applied for	M.I.R.A. Coordinator	Date	
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APPLICANT INFORMATION								
Last Name				First Name			M.I.	
Mailing Address						Apartment/Unit #		
City			State			ZIP		
Phone			E-mail Address					
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?					

EDUCATION								
High School				Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College				Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other				Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT						
Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

DISCLAIMER AND SIGNATURE			
Signature		Date	

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.

For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.

GENDER: Male Female

ETHNICITY: Asian Black (Non-Hispanic) Hispanic White Other: _____