

San José State University Research Foundation

Position: Mentor I (RCP)

DEPARTMENT:	Department of Justice Studies College of Social Sciences
IMMEDIATE SUPERVISOR:	P2E Program Manager
POSTING DATE:	October 27, 2021
CLOSING DATE:	Until Filled
SALARY:	\$25.00 per hour
EXEMPT STATUS:	Part-Time (50%), Hourly, Mandatory Benefits Only, 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.

ESSENTIAL DUTIES & RESPONSIBILITIES

- 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 online-reporting system.
 - Do client self-sufficiency assessments at periodic intervals.
 - Guide client in determining case plan, 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 online-reporting system.

- 4) Help train RCP and P2E students regarding working with justice-involved people.
 - 5) Other duties as assigned.
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INTERPERSONAL CONTACTS

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

None, though may be called upon for advice and direction by others.

QUALIFICATIONS

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 and low-supervision environments is preferred.

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.

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.

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—multitask.
- 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.

PLEASE NOTE: This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment. This background check must be completed before the actual start of employment.

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.

COVID-19 VACCINATION POLICY

As required by the CSU Vaccination Policy, all new hires must be fully vaccinated against COVID-19 starting on September 30, 2021. Fully vaccinated means it has been 14 days after the second dose of the Pfizer or Moderna vaccine has been given, or it has been 14 days after the one dose of the J&J vaccine has been given. Proof of being fully vaccinated does not need to be disclosed until a job offer has been made, and proof must be submitted after the acceptance of the job offer. New hires may request a reasonable accommodation of the COVID-19 vaccination requirement based on medical or religious reasons. New hires must submit their request for an accommodation form after they accept the job offer, and before their scheduled start date. The reasonable accommodation provided to the employee, if any, will depend on the employee's job and the applicable facts, but it may include weekly COVID-19 testing. New hires who do not submit, before their scheduled start date, proof of being fully vaccinated or a request for reasonable accommodation will have their job offer revoked.

APPLICATION PROCEDURE

To apply for this position, an applicant must submit a formal application for employment, as well as a resume and a cover letter. The applicant may do this via e-mail. The formal employment application is located on the SJSURF website on the [Forms page](#). **Due to the COVID-19 health crisis, all candidates must submit their application materials to foundation-jobs@sjsu.edu.**

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 I RCP**
E-mail: Foundation-jobs@sjsu.edu

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.

REASONABLE ACCOMODATION

The San José State University Research Foundation (SJSURF) is committed to providing access, equal opportunity, and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, interviewing, and hiring 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.

ABOUT THE SJSU RESEARCH FOUNDATION

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

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.

SJSURF is an equal opportunity employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.