



NYC JUSTICE PEER INITIATIVE JOB DESCRIPTION EXECUTIVE DIRECTOR

About the NYC Justice Peer Initiative

The NYC Justice Peer Initiative (JPI) began in summer 2020. This broad coalition of Justice Peers, allies, friends and employers have developed a community focused on a peer-led effort to expand and leverage the power of Justice Peers to contribute to criminal legal system (CLS) transformation. Justice Peers are individuals who use their lived experience with the CLS to bring peer support to others who are ensnared within the system. Justice Peers use the power of storytelling and lead by example, instilling hope and determination in those they serve. Their experience and compassion are critical for helping individuals to successfully navigate complex systems to overcome trauma, maintain their recovery, and live their best lives. JPI is on a mission to create a vibrant NYC based peer-run Justice Peer Center to advance the Justice Peer workforce and promote peer support delivered by Justice Peers as a key solution for the transformation of the CLS.

The JPI has approved three key goals that form the foundation for the director's focus.

1. Develop a training curriculum and standards for certification of Justice Peers in New York State in an effort to make Justice Peers eligible for Medicaid reimbursement.
2. Establish career ladders, professional networks, and support circles for Justice Peers.
3. Design a technical assistance initiative that will offer educational forums and planning assistance to employers interested in hiring Justice Peers and establishing career ladders.

About the JPI Executive Director

The NYC JPI is looking for the founding executive director. This leader has lived experience with the CLS and direct experience and expertise in peer support. The salary for the position is **\$100,000** commensurate with the prior experience, skills, and commitment the ideal candidate will bring to the position. In addition, a competitive benefits package is included. Reporting to the JPI executive committee, the Executive Director will oversee the strategic and operational direction of JPI priorities. The executive director not only understands the power of the Justice Peer community and CLS transformation but has proven experience establishing innovative peer-run solutions that center the expertise of the people ensnared in contact with police, courtrooms, jails and prisons. The JPI Executive Director will amplify Justice Peer support by elevating and organizing the Justice Peer community to achieve transformation at the individual, social, and structural level. The Executive Director ensures the work of the JPI is approached with transparency and consensus grounded in antiracism and peer support leadership. The Executive Director will achieve connections across the Justice Peer community, with employers, government agencies, and public and private funders to transform the Justice Peer workforce. This hands-on leader will initially support the JPI community by growing and developing career pathways and the credentialed status of Justice Peer staff, supervisors and directors working in NYC, and will leverage current funding trends to coordinate the strategy for JPI's financial and organizational viability to establish the nonprofit Justice Peer Center. The position will involve extensive in-person work in NYC and NYS and some periodic travel throughout the country to promote the JPI.



Incubating and Operational Supports—CASES

The Center for Alternative Sentencing & Employment Services (CASES) is incubating the JPI, providing fiscal oversight and leadership support to the Executive Director and the Executive Committee. The Executive Director will be hired as a CASES employee and will benefit from CASES' fundraising infrastructure, fiscal, and organizational expertise to build and develop the JPI to become an independent peer-run nonprofit Justice Peer Center.

RESPONSIBILITIES

Planning & Nonprofit Execution

- Coordinate the development of Justice Peer training standards and New York State certification for Justice Peers.
- Manage the delivery of Justice Peer training for JPI members and Justice Peers employed throughout NYC focused on the core competencies of Trauma-Informed, Motivational Interviewing, Wellness Planning, and Storytelling (sharing lived experience).
- Lead technical assistance activities for employers and government agencies.
- Coordinate Support Circles and professional networking events for CLS-impacted individuals facilitated by trained Justice Peers.
- Provide leadership for the cultivation of productive relationships with elected officials, government agencies, media, corporate leaders, funders, and nonprofit organizations.
- Serve as a key spokesperson, ambassador, and champion of JPI and the NYC Justice Peer Center in NYC, NYS, and the greater Justice Peer community in the US.

Fundraising & Communications

- In partnership with the Development Team at CASES (fiscal sponsor), set and lead an aggressive fundraising strategy for JPI and the launch of the nonprofit 501(c)(3) Justice Peer Center.
- Expand fundraising activities to support JPI operations and impact while simultaneously building operating reserves to launch the nonprofit.
- Build partnerships in Medicaid funded markets, establishing relationships with Medicaid Managed Care Organizations (MCOs), Independent Practice Associations (IPAs), and licensed treatment providers to leverage Medicaid business opportunities.
- Develop, deepen and refine all aspects of communications—from web presence, marketing materials, newsletters, social media content to external relations with the goal of creating a strong JPI and Justice Peer Center brand.
- Coordinate, develop, and disseminate Justice Peer training curriculum, Support Circles Guidebook, and Justice Peer Career Ladder White Paper.
- Use external presence and relationships to garner new opportunities.

Leadership & Management

- Actively engage and energize JPI members, volunteer executive committee, committees, employers, government partners, peer-led partnering organizations, advocacy groups, and funders to achieve JPI's mission and vision.
- Convene and lead the Justice Peer community as a grounded listener, a transparent leader, and a promoter of collaboration and cooperation.



- Develop, maintain, and support a strong volunteer executive committee; serve as a member of JPI committees; seek and build executive committee involvement with strategic direction for both short-term and ongoing long-term JPI and Justice Peer Center operations.
- Lead, coach, and develop, JPI's Justice Peer member organizations as these employers hire Justice Peers, build Justice Peer career ladders, offer competitive salaries, and develop organizational structures.
- Ensure comprehensive systems to track progress, regularly evaluate operations and impact to measure successes that can be effectively communicated to the JPI community, executive committee, funders, and other constituents.
- Provide leadership and modeling to ensure JPI is an equitable, diverse, accessible, safe and inclusive space.

KEY COMPETENCIES

Applicants must specifically address how they meet these required skills and will demonstrate the following:

- Proven experience leading peer-run initiatives in a managerial position.
- In depth knowledge and competence in peer support models, peer support direct services, peer support supervisory and senior positions, and credentialing standards.
- Commitment to innovative peer-run approaches for CLS transformation.
- Ability to work independently with effectiveness and diverse stakeholders.
- Excellent written, oral, presentation, and facilitation skills.
- Demonstrate a leadership presence that gains the confidence and respect of the JPI community and stakeholders.
- A track record of promoting antiracism, diversity, and inclusion.
- Comfortable addressing matters of equity, race, and bias in decision-making.
- Experience in developing partnerships and building effective high performing teams.
- Commitment to the importance of using data to measure progress and exhibit a strong focus on goals and results. Set clear metrics for success.
- Comfortable pushing a group's thinking and challenging ideas to enable better decisions.
- Successfully navigate political structures, relationships, and dynamics to improve results and performance for the Justice Peer community.
- Demonstrate excellent project management skills, including close attention to detail, ability to balance the big picture with detailed steps to reach the end goal, and ability to manage multiple projects under tight deadlines.
- Advanced analytical capabilities for "out-of-the-box" thinking to solve problems.

MINIMUM TRAINING AND EXPERIENCE

- Two years of peer support management experience
- Significant experience leading and managing a peer-run initiative
- Certified Peer Specialist and/or Certified Recovery Peer Advocate or equivalent that proves the required knowledge and skills in peer support
- Proven track record of working in the CLS or in direct collaboration with CLS stakeholders (police, courts, jails, prisons, probation, or parole)



- Full COVID-19 vaccination is a requirement of this role to comply with CASES/NYC's vaccination policy. Individuals selected for employment cannot begin working until they provide verification that they are fully vaccinated against COVID-19 (with an FDA-authorized vaccine) or submit and gain approval for a Medical or Religious Exemption. Individuals approved for exemption must submit weekly PCR test results.

TO APPLY

In one document, please attach your cover letter and resume in PDF or Word format [APPLY HERE](#) . The cover letter should be a statement about how your experience meets the key competencies, can help JPI achieve its goals, and your vision for JPI and the Justice Peer Center over the next 2-5 years. Resumes will be accepted until the position is filled. Online submissions only; no mailed applications or phone calls please. Only applicants selected for interview will be contacted.

CASES is proud to be an Equal Opportunity Employer. Employment with CASES is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, or marital, military, or citizenship status. We actively recruit individuals with prior involvement in the criminal legal system.