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## **Casework Supervisor for the Hinda Institute**

### **Position:**

Hinda Institute is seeking a dedicated and empathetic individual to take on a dynamic part-time role as Casework Supervisor. This position is perfect for someone passionate about making an impact in the lives of justice-impacted individuals while gaining hands-on experience in nonprofit case management and administration.

**Hours:** 20 hours per week (mainly telework/virtual position, distance applicants welcome, preference for applicant to be in Chicago area for intermittent meetings), hours flexible but need to have daytime availability accommodate for staff and clients as scheduled.

**Pay:** \$30/hour

**Start date:** May 1, 2025

### **About the Hinda Institute:**

The Hinda Institute provides counseling, visitation and support predominantly to Jews who encounter the criminal justice system, formerly incarcerated individuals, spouses, parents and children in order to lower recidivism rates and ensure that those coming out of prison do not return. We offer assistance with job placement, housing, training, social support, therapy and spiritual guidance.

The Hinda Institute's program has demonstrated quantifiable success in significantly reducing the rate of recidivism. Those who remain involved and in contact with the HINDA Institute after reentry continue to be not only arrest-free, but also crime-free.

### **Job Description**

#### **Skills and Experience**

- Strong leadership skills, with experience in mentoring, training, and providing constructive feedback to team members.
- Counseling and Casework skills and experience required (skills in trauma-informed, and/or motivational interviewing)
- Ability to supervise and monitor staff
- Skilled in technical and internet research
- Can read and analyze reports

#### **Tasks**

- Direct counseling and casework with clients
- Leading support groups and facilitating groups
- Administration and supervision of caseworkers / Peer Support workers
- Facilitate weekly team meetings

- Managing the Casework database, producing and evaluating reports  
(Continuously update organization database after client engagement to include notes, and reflect client goals and time spent with clients)
- Provide resources and referrals to clients and families, such as but not limited to housing, employment and reentry

**Assets**

- Experience in nonprofit management
- Knowledge of crisis protocols
- Knowledge of health care, housing databases and resources
- Experience with Peer support protocols
- Experience working with those who may have a criminal background, have been incarcerated and/or are required to be on the murder or sex registry at the state or federal level
- Experience working with clients who may have addiction and substance dependence

**Education**

Bachelor or masters in Social work or another counseling degree

A LCSW degree is not required but an asset

**Contact**

Please send your resume to Abigail Rabinowit, Program Coordinator at

**[Abigail.rabinowitz@hindahelps.com](mailto:Abigail.rabinowitz@hindahelps.com)**