

Transition to Work Post-Release Coordinator

JOB DESCRIPTION OVERVIEW

The Transition to Work (TTW) Post-Release Coordinator is a 25-30 hour per week position overseeing all aspects of the TTW post-release program needs for Forsyth Jail & Prison Ministries. This position develops and maintains quality, appropriate programming for the men living in two FJPM transitional housing facilities. In addition, this person develops, communicates and enforces policies and procedures for both facilities. This person must also work with the Transition to Work Pre-Release Coordinator, as it pertains to pre-release programming for men moving to the transitional housing facilities. This position must adhere to the Mission, Vision, and Core Values of Forsyth Jail & Prison Ministries. This person works under the supervision of the Operations Manager.

Programming (45%)

1. Develop a schedule for all group meetings at the Restoration Center.
2. Host monthly meetings for formerly incarcerated men at the Restoration Center.
3. Develop and carry out classes for residents and other formerly incarcerated individuals in the community:
 - a. Finances
 - b. Life skills
 - c. Additional
4. Ensure a discipleship class is offered at least one time each year.
5. Ensure a Bible Study is offered several times each year to all residents and formerly incarcerated individuals in the community. At least one study session should be focused on discipleship.
6. Manages program participants' progress:
 - Supervise counseling services
 - Support spiritual growth and faith development
 - Encourage sustained participation in local church
7. Work with FJPM staff to create and carry out family builder trainings and meetings throughout the year.
8. Bring addiction counseling into the Restoration Center, as needed, and ensure the counselor meets with the residents.
9. Communicate regularly with the formerly incarcerated population about opportunities at the Restoration Center.
10. Create and direct activities, retreats, and educational opportunities for program participants.
11. Build and maintain a group of mentors who meet with program participants regularly.
12. Assist program participants in time of crisis, employment search, and counseling.

Case Management/Counseling (35%):

1. Work with pre-release coordinator on post-release plan and meet TTW participants prior to release.
2. Build a case file for each resident.
3. Attend and participate in pre-release classes, as needed.
4. Counsel at least monthly with each resident.
5. Meet with group of residents each week.
6. Counsel and mentor on banking and budgeting.
7. Counsel and mentor job/employment status.
8. Visit formerly incarcerated individuals in the community, if needed.
9. Ensure residents are taking part in all programs at the Restoration Center according to program guideline phases.
10. Move each resident through the three phases:
 - a. Document journey
 - b. Communicate policies for each phase and ensure adherence
 - c. Set up plan for post-transitional housing living

Resident onboarding and management (10%):

1. Develop and maintain clear guidelines for all residents.
2. Ensure residents adhere to policies and procedures:
 - a. Site/room visits weekly and as needed
 - b. Weekly community meetings
3. Develop and carry out onboarding procedures for all residents:
 - a. Walk new resident through policies and procedures
 - b. Ensure adherence to policies
 - c. Structure improvement plan(s), as needed

Administration and Development (10%):

1. Ensure building is maintained appropriately:
 - a. Track and report any maintenance needs to the Operations Manager
2. Host volunteers for programs.
3. Host supporters and give tours, as needed.
4. Weekly meeting with TTW team (Operations Manager, Pre- and Post-Release Coordinators)
5. Recruit and assist employers to hire TTW participants.
6. Build relationships with permanent housing contacts.

To apply:

Please send a resume and a one-page letter demonstrating applicant's interest, qualifications and experiences to brooke@fjpm.org.