

Transition to Work Post-Release Coordinator

JOB DESCRIPTION OVERVIEW

The Transition to Work (TTW) Post-Release Coordinator is a full-time position (minimum 40-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.

Our Mission is to share Christ's love and forgiveness to transform lives and break the cycle of crime and punishment.

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:
 - o Supervise and/or provide counseling services
 - o Support spiritual growth and faith development
 - o 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 periodic meetings 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 counselor with 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, and share Christ's love and forgiveness through daily actions and conversations.
5. Hold monthly community meetings with residents.
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.

Qualifications:

- **Education:** Bachelor's degree in Social Work, Psychology, or a related field preferred.
- **Licensure:** Must hold a license, provisional license, certificate, registration or permit issued by the governing North Carolina board regulating a human service profession (including Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), Licensed Clinical Addiction Specialist (LCAS), Licensed Clinical Mental Health Counselor (LCMHC), or Licensed Psychological Associate (LPA); and · Three years of experience providing care management, case management, or care coordination to the population being served.
- Demonstrated ability in working with consumers providing mental health, substance abuse, and case management services.
- Knowledge of cognitive behavioral therapy and group therapy techniques is a plus.
- Excellent communication skills, both verbal and written, to interact effectively with diverse populations.
- Ability to work independently, as well as, collaboratively within a team environment.
- Previous experience in mental health counseling or clinical counseling is advantageous.
- Certification or advanced training in specialized areas such as trauma-informed care or dual diagnosis preferred.
- Proven experience in substance abuse counseling and clinical supervision.
- Strong understanding of behavioral health interventions and evidence-based practices.
- Excellent leadership, organizational, and communication skills.
- Demonstrated cultural competence and sensitivity to diverse populations.
- Strong verbal and written communication skills; clinician-level fluency in English.
- Must be able to demonstrate familiarity with and sensitivity to the needs of ethnically, culturally, and psychiatrically diverse client population.
- Ability to function as an advocate for consumer's and a consultant to other agencies in client related matters.
- Valid driver's license.
- Ability to work some evenings and weekends.
- Clear background check and drug screening; free from illicit substance use.

Additional Requirements:

- Proficiency in advanced clinical practices and therapeutic techniques.
- Commitment to ongoing professional development and education.
- Willingness to represent the organization at conferences or community events.
- This is an on-site position.

To apply:

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