



Heal. Grow. Thrive.

ARISE COLLECTIVE

Job Description for CARE COORDINATOR

ORGANIZATION LOCATION

Raleigh, NC

DESCRIPTION

Arise Collective (AC) is a 501(c)(3) nonprofit organization with a mission *to equip women with the tools and support they need to heal, grow, and thrive while in prison and in the communities to which they return.* This is an exciting time for the organization, as we have rebranded and expanded our programming this year. To learn more, please visit our website at

www.arise-collective.org.

CURRENT NEED

We are a unique organization operating at the nexus of prison chaplaincy, women's issues, and social justice. We celebrated our 40th anniversary in 2020 and are poised for growth with significant new opportunities ahead. In addition to our long history of providing spiritual nourishment inside the prison, our new reentry project provides comprehensive and holistic wraparound services for formerly incarcerated women, including housing and access to education and employment opportunities. All our work is offered in the community using a trauma-informed and evidence-based lens.

The successful candidate is highly organized and able to balance working collaboratively and independently in a fast-paced environment while remaining good-natured, resourceful, and efficient. A high level of maturity, integrity, professionalism, discretion, sound judgment, tact, confidentiality, and self-care are crucial. This is a new position, and the incumbent will participate in the development and implementation of new programs, policies, procedures, and processes, and the improvement of existing ones. Other responsibilities will include:

PRIMARY RESPONSIBILITIES – 85%

- Guide, coach, and encourage program participants to take responsibility for and actively participate in their reentry process and recovery.
- Assist participants with self-agency and decision-making, wellness, recovery, problem-solving, and life skills using recovery and other trauma-informed tools.
- Assist participants in developing natural supports and community living; inspire connectedness to self, others, the environment, and to passion, meaning, and purpose.
- Model recovery values, attitudes, beliefs, and personal action to encourage hope, personal responsibility, and resilience, including participation in recovery activities that might be beyond the scope of treatment providers (e.g., eating together, attending or participating in support groups, and social events)
- Promote self-advocacy; support and empower participants to exercise their legal rights within the community.

- Raise participant awareness of and increase readiness for existing services and pathways to recovery and successful reentry.
- Implement culturally competent preventative and therapeutic skill-building interventions, including:
 - Functional skills (navigating social services systems, identifying, and connecting with community resources, maintaining support, financial literacy, etc.)
 - Socialization, relational, and coping skills
 - Self-management, self-regulation, and monitoring of trauma and recovery symptoms
 - Behavior and anger management skills
- Participate in the delivery of case management services and assist participants in accessing benefits, resources, and services in conjunction with the reentry team, as appropriate.
- Provide assistance and support to program participants in crisis situations, when needed.
- Maintain and submit required documentation (i.e., Participant touchpoints/encounters, etc.). Understand and adhere to compliance standards as they appear in organizational, personnel, and programmatic policies, and to meet external requirements.

GENERAL RESPONSIBILITIES – 15%

- Attend weekly supervision with the Program Director and weekly direct-service-related and/or para-professional supervision.
- Attend weekly team and partner meetings as well as weekly/bi-weekly individual supervision; and other partner meetings as necessary.
- Attend staff and board meetings and retreats.
- Participate in opportunities to educate and advocate for increased awareness of the issues surrounding women's incarceration and incarceration in general.
- Participate in organizational evaluations.
- Other responsibilities and special projects, as needed.

SKILLS, QUALIFICATIONS AND ATTRIBUTES

The Care Coordinator must demonstrate a passion for and willingness to support AC's mission, vision, values, and work and possess the following, including:

- Inclusive, empathetic worldview and demonstrated skill working across lines of difference.
- High school diploma or equivalent.
- Completion of Certified Peer Support training program; at least three years of successful experience working as a Care Coordinator preferred; active commitment to one's own personal recovery.
- Ability to teach/train recovery information and recovery tools; experience with motivational interviewing a plus.
- Effective verbal and written communication skills.
- Solid organization skills, accuracy, and ability to successfully manage multiple and sometimes competing projects, tasks, and deadlines.
- A personal commitment to excellence and strong attention to detail and accuracy.
- Basic computer skills and ability to use MS Office Suite, databases, and online systems.
- Demonstrated ability to successfully interact with a broad range of individuals in a professional and pleasant manner; excellent interpersonal skills and a positive attitude.
- Valid North Carolina driver's license with a safe driving record.

DESIRED QUALITIES

- Lived experience in the North Carolina criminal justice system and with mental health and/or substance use services.
- Strong work ethic, a high degree of patience, and grit to push through difficult challenges.
- The ability to work within a team and to lead, coach, inspire, support, and motivate others.
- Adaptability, and an ability to remain poised under pressure.
- Systems-oriented thinking and an ability to understand, create, and implement complex processes.
- Strong time and task management (i.e., ability to plan, schedule, and execute).
- Sound judgment, initiative, and decision-making skills.
- Willingness to extend kindness, compassion, and accountability to oneself and others.
- The desire and humility to learn and grow both personally and professionally.

PRIMARY RELATIONSHIPS

This position will work closely with the organization's program staff and interact regularly with other staff and volunteers. Will have substantial contact with participants, their families and significant others, program partners, community treatment providers, community corrections (probation and parole), the faith community, and others in service provision.

PHYSICAL REQUIREMENTS

This position requires ordinary ambulatory skills sufficient to visit other locations, as well as the ability to stand, walk, stoop, kneel, crouch, and occasionally manipulate (lift, carry, move) light to medium weights of up to 20 pounds. Requires good hand-eye-foot coordination; arm, hand, and finger dexterity, including the ability to grasp; visual acuity to use a keyboard, operate equipment, and read information; use of auditory senses; and ability to perform basic math (addition, subtraction, multiplication, division, standard measurements). Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK REQUIREMENTS

This is both an on- and off-site position with the primary purpose of providing these services in the community to enhance participants' ability to overcome obstacles and achieve their goals. Regular schedule negotiable within a standard 40-hour work week. Travel to clients and occasional but regular evenings and weekends are required. The impact of actions is great in this position with potential harm to participant safety and well-being.

JOB TYPE: Mid-level non-exempt full-time position.

SALARY RANGE: \$18 to \$22 per hour, depending on qualifications and experience. Health care benefits, retirement plan, pre-tax benefits, and generous paid time and leave included.

APPLICATION PROCEDURE: To apply, email a letter of application and resume to jobs@arise-collective.org and include your last name and the position title in the subject line. No phone calls, please. Thank you.

Arise Collective is an Equal Opportunity/Affirmative Action employer. Qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, record of arrest or conviction, or any other characteristic protected by law. Formerly incarcerated, justice-involved, or justice-impacted individuals are strongly encouraged to apply.