



ARISE COLLECTIVE

Position Description for HOUSING COORDINATOR

ORGANIZATION LOCATION:

Raleigh, NC

DESCRIPTION

Are you interested in reaching beyond prison walls to build bridges of hope for women involved by the criminal legal system? Do you see the inherent power within each individual to define their own future? Do you believe in the power of relationship and community? If so, Arise Collective may be looking for you!

Arise Collective is a unique organization operating at the nexus of prison chaplaincy, women's issues, and social justice with a mission *to equip women with the tools and support they need to heal, grow and thrive, both in prison and in the communities to which they return.* The organization provides chaplaincy services and transition education inside women's prisons, and comprehensive and holistic wraparound services for formerly incarcerated women as they reenter society, including housing and access to education and employment opportunities. To learn more about the organization, please visit www.arise-collective.org.

CURRENT NEED

The successful candidate is able to work collaboratively and operate in a fast-paced environment with a wide variety of women in different stages of their reentry journeys, while remaining good-natured, resourceful, and efficient. A high level of maturity, integrity, professionalism, discretion, sound judgment, tact, confidentiality, and self-care are crucial. The Housing Coordinator will have a primary responsibility to coordinate services within our reentry homes (currently seven), working cooperatively and respectfully with residents and others to create a positive and pleasant home environment. All our work both inside and outside the prison is offered using a trauma-informed and evidence-based lens.

PRIMARY RESPONSIBILITIES

Resident Services – 30%

- Keep the overall function of the households running smoothly through the collection of weekly activity sheets, conducting triage for daily occurrences, etc.
- Maintain house calendars in conjunction with the residents and other Arise Collective staff.
- Interface with residents, addressing needs, as appropriate, and/or referring their questions to the appropriate person to resolve problems and concerns.
- Provide house care and cleaning coaching and skill building for WRP residents.



- Administer breathalyzer and UA tests as necessary.
- Coordinate and organize bi-monthly community outings/events for WRP participants.
- Provide three-five public transportation ride-along sessions with all new WRP admissions.
- Coordinate and facilitate activities and outings to facilitate growth and development of participants.
- Conduct other resident coordination as needed, both proactively and as assigned.

Housing Coordination – 30%

- Establish a secure and inviting atmosphere by conducting orientation sessions, offering resources, and implementing measures to enhance home safety.
- Maintain a safe, clean, comfortable, and functional environment by performing weekly and monthly inspections and identifying needs for cleaning, repairs, and renovations, as well as opportunities for beautification wherever possible.
- Complete shifts logs, incident reports, and report house requests to appropriate staff.
- Manage, purchase, and restock housing supplies and maintain responsibility for accurate inventory records.
- In tandem with other reentry staff, arrange schedules and onsite appointments for external visitors (e.g., probation and CPS, maintenance workers, vendors and Arise Collective guests) in ways that cause the least interference for household life.
- Perform safety inspections and promote a culture of safety awareness within WRP homes.
- Conduct other housing coordination as needed, both proactively and as assigned.

Administrative– 30%

- Maintain records, reconcile and review, and prepare reports for weekly housing expenditures.
- Develop weekly route schedules to ensure punctual and streamlined transportation operations.
- Maintain inventory of all supplies, furnishings and equipment in each WRP home.
- Attend weekly group supervision/team and partner meetings as well as weekly/ bi-weekly individual supervision; other meetings as necessary.

General Responsibilities – 10%

- Attend weekly staff meetings and annual 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 training and evaluations.
- Other responsibilities and special projects, as assigned.



REQUIRED SKILLS, QUALIFICATIONS AND ATTRIBUTES

The Housing Coordinator must demonstrate a passion for and willingness to support Arise Collective'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.
- Five years of successful work experience.
- Completion of Certified Peer Support training program; three years successful experience working as a Peer Support Specialist preferred; active commitment to one's own personal recovery required.
- Ability to model, teach and/or train on recovery information and recovery tools; experience with motivational interviewing a plus.
- Demonstrable
- Sound judgment, initiative, and decision-making skills.
- Strong time and task management (i.e., ability to plan, schedule, and execute).
- Effective verbal and written communications 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 SKILLS, QUALITIES and ATTRIBUTES

- Completion of the Certified Peer Support training program and three years successful experience working as a Peer Support Specialist, coupled with an active commitment to one's own personal recovery.
- 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.
- Ability to work within a team and to lead, coach, inspire, support, and motivate others.
- Adaptability, and an ability to remain poised under pressure.
- Ability to understand and implement complex processes.
- High empathy quotient with a 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 will 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, vendors and maintenance workers, 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 ability to grasp; visual acuity to use a keyboard, operate equipment, 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 the essential functions.

WORK REQUIREMENTS

Schedule negotiable within a standard 40-hour work week. Regular evenings and weekends required. The impact of actions is great in this position with potential harm to participant safety and well-being.

JOB TYPE

Mid-level exempt full-time position.

SALARY RANGE

\$50,000 - \$60,000 for 40 hours/week, depending on qualifications and experience. Generous benefits package includes health care benefits, retirement plan, pre-tax benefits, paid time and leave and other organizational benefits.

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. Interviews will begin April 15, 2024. No calls or emails, 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 individuals strongly encouraged to apply.