

ALASKA NATIVE JUSTICE CENTER, INC.

Job Title: Coach/Mentor Coordinator
Reports: Re-entry Program Manager
Salary: DOE
Job Status: Full-time/Non-Exempt

POSITION SUMMARY: This position is responsible for the overall Coaching/Mentoring Supports program and is an integral team member of the ANJC Adult Reentry Program. It will be key in the development of mentoring supports to pre/post release non-violent offenders.

JOB RESPONSIBILITIES:

- Will develop and implement an adult mentoring for the reentry program to include recruiting, orientation, screening, training, matching and monitoring of volunteers.
- Works closely with management staff and the ANJC Reentry Advisory Committee in program development and strategies.
- Works closely with program case managers in order to facilitate the integration of ex-offenders on their caseloads into the mentoring program.
- Works to develop supportive and positive relationships between mentees and mentors, to include working with other program staff to problem – solve relationship issues related to program participants.
- Responsible for helping to develop, implement and facilitate trainings for Coaches/mentors to include key partners and staff.
- Take the lead and include the Reentry Alumni Group on implementation of celebration ceremonies and other mentoring program related events.
- Responsible for establishing training and events calendar.
- Actively support program retention efforts by consistently contacting participants while they are on the waiting list, and by consistently monitoring the matches.
- Assist in innovative marketing strategies to recruit participants and Coaches/mentors
- Assist with program data collection, evaluation and reports.
- Other miscellaneous duties as they arise.

SKILLS/ABILITIES:

- Ability to provide clear directions in a diplomatic manner that fosters collaborative working relationships.
- Ability to work in a team environment, while working independently.
- Confident and comfortable skills working with individual who have divergent interests and background.
- Ability to speak before the public – as presenter and deliver training to adults..
- Excellent oral and written communication skills, good vocabulary and spelling.
- Excellent organizational skills to prioritize tasks, maintain records, files and program data accurately.
- Ability to manage time effectively and work independently in a multi-tasked environment and with minimal supervision which demonstrates exercising thought in problem solving.
- Must have demonstrated ability to maintain confidentiality.

- Must have experience working with Alaska Native people, knowledge of their values and belief systems, and the ability to provide culturally competent services.
- Proficient on IMB compatible PC, including experience using industry standard computer software, database maintenance, Excel and Outlook.
- Ability to make decisions, solve problems and exercise good judgment.
- Ability to work effectively with co-workers and outside contacts.

DISCLAIMER:

- The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

MINIMUM QUALIFICATIONS:

- Must be comfortable working with the prison population and ex-offenders.
- Bachelor's degree in Justice or related field preferred and at least three years relevant work experience preferred; or any combination of education and experience that provides the required skills, knowledge and abilities to perform the essential functions of the position.
- Experience supporting, empowering and managing individuals.
- MUST pass background check to retain position.
- Must have valid Alaska Drivers License and reliable transportation.