



Continuing Care Assistant

The Gemma Project is seeking skilled, passionate, and dedicated individuals eager to contribute to our mission of providing and promoting the national creation of gender-responsive jail reentry programming for incarcerated and formerly incarcerated women. The Gemma Project is a trauma responsive, female-led organization that centers integrity and compassion in all the services we provide. Join our team to help us reduce recidivism, break the intergenerational cycle of incarceration, and create healthier communities.

The Continuing Care Assistant is designed to be an internship opportunity for graduate level Social Work students who are required to complete internship hours as part of their degree requirements. However, all interested applicants are encouraged to apply.

Individuals with a history of justice system involvement are strongly encouraged to apply.

Physical Requirements:

This position requires in-person work approximately 50% of which is within in-custody jail settings and has access to sensitive and protected data and therefore requires but is not limited to completion of Live Scan fingerprinting, and Tuberculosis testing prior to hire and ability to abide by all in-custody rules as it relates to attire, personal belongings, materials, conduct, and use of sensitive data. Evening hours to support Continuing Care Groups may also be required.

How you'll fit in:

You'll be a great fit for our team if you are skilled, compassionate, and dedicated to helping to provide a trusted bridge of support from in-custody to out-of-custody for justice involved women. The Continuing Care Assistant works under the direction of the Continuing Care Coordinator to assure that reentry is as safe, structured, supported, and seamless as possible. The Continuing Care Assistant works to build rapport and a trusting relationship with participants prior to release and devotes intentional effort to maintaining participant engagement upon release. A key goal of this position is to support the Continuing Care Coordinator in the co-creation of individualized Wellness & Reentry plans with each Gemma Day Program participant prior to their release, accompanied with system

navigation and reentry support to assist participants in reaching their reentry plan goals upon release. The Continuing Care Assistant is expected to demonstrate healthy professional boundaries; develop critical relationships with community, county, and reentry partners; help to cultivate peer and mentorship opportunities for program graduates; assist the Continuing Care Coordinator to develop content and co-facilitate Continuing Care Reentry groups; assist the Continuing Care Coordinator in evaluation of program effectiveness; help to maintain program data and contribute to necessary reports; engage professionally with staff, corrections and community partners, as well as funders, donors, and model site visitors.

This position reports to the Continuing Care Coordinator and may receive clinical supervision from the Executive Director.

What you'll do:

- Provide support to the Continuing Care Coordinator
- Build rapport and trusting relationships with participants to support reentry goals
- Assist with the development of individualized Wellness & Reentry Plans for participants
- Assist in system navigation and resource coordination for participants prior to and during transition to the community
- Assist in the management and coordination of Wellness & Reentry groups
- Assist in providing safety and group structure
- Assist in curriculum development
- Co-facilitate or facilitate curriculum as needed
- Assist in supporting individuals within the group as assigned
- Administer of intake paperwork including pre/post surveys
- Maintain attendance and participation records and files
- Actively participate in weekly supervision
- Participate in weekly Staff Meeting

What you'll bring:

- Passion for The Gemma Project's mission and empathy for the unique challenges facing incarcerated and formerly incarcerated women
- Commitment to positively contributing to a diverse, equitable, inclusive, and trauma responsive organizational culture through self-awareness, cultural humility, and valuing others
- Dedication to supporting and celebrating female identified individuals in their healing, development, and contributions to the community
- A reputation for a high standard of honesty, integrity, professionalism, and persistence
- A curious, detail-oriented, and persistent problem-solving mindset focused on assisting women reentering the community after incarceration to successfully navigate systems and challenges to achieve their Wellness & Reentry goals

The commitment to develop or hone the following skills:

- The ability to create and maintain collaborative relationships
- The ability to support the creation and maintenance of a safe, structured, supportive, and trauma-responsive reentry environment for participants
- Group facilitation and management skills
- Strong oral communication skills, including the ability to diffuse and deescalate challenging situations, distill and present complex information in a concise, accessible way, and capability of delivering difficult information using tact and diplomacy
- Ability to successfully work in close collaboration with corrections staff and in a corrections environment
- Receptivity to feedback and ability to ask for and accept help
- The ability to find joy in our work, contribute to optimism, and celebrate individual and team achievements
- Organizational, schedule management, project management, and problem-solving skills with excellent multi-tasking abilities
- Analytical skills as some duties may be of a complex nature, requiring judgment for when there are no precedents
- Ability to work both independently and collaboratively
- Knowledge of and ability to navigate reentry services for incarcerated and formerly incarcerated women and ability to quickly integrate knowledge
- Adaptability and flexibility to changing conditions
- Knowledge of corrections, community supervision, and community-based reentry practices and criminal legal system policy
- Knowledge of health, housing, or economic mobility (including workforce development and education) policy and programs a plus
- Experience and fluency in MS Office software programs, including Word, Excel, and PowerPoint. Graphic design software experience a plus.
- Ability to collect, understand and analyze data
- Willingness and ability to give and follow directions
- Demonstrated ability to maintain clear professional and personal boundaries
- Bilingual/bicultural (English/Spanish) Preferred
- The ability to pass jail clearance, and potential Live Scan
- Knowledge of trauma-responsive practices and the impacts of trauma as it relates to gender
- Knowledge of addictive behavior patterns as it related to gender
- Knowledge of the impacts of poverty as it related to gender

Qualifications

- Enrollment in Master of Social Work program, or equivalent training or experience

How you apply:

Please email the following elements to: cynthia@thegemmaproject.org

- Cover letter describing your interest in this position and how you would contribute to The Gemma Project
- Resume
- At least three references who can attest to your ability to be successful in this position

We will consider all paid and unpaid experience relative to this position, including internships, fellowships, and volunteer activities.

Compensation

The Gemma Project believes that pay equity and pay transparency advance workplace fairness. Interns are offered a stipend of \$3200 annually.

The Gemma Project recognizes the impact human services work can have on service providers and aims to take care of our staff and those we serve by paying a living wage, providing health benefits and a retirement program, maintaining reasonable workloads and work hours, reinforcing professional boundaries, and centering professional development. We are a trauma responsive culture in which we demonstrate for those we serve that we value all people in the work we do. The Gemma Project hires skilled, dedicated, innovative and passionate people and gives them opportunities to grow and succeed.

Diversity, Equity, Inclusion, Belonging & Equal Employment Opportunity Statement:

The Gemma Project affirms that inequity is detrimental to our staff, our participants, and the communities we serve. Together, we unite for equity in our goal to impact lasting change through our actions. The Gemma Project is committed to equal employment opportunities regardless of any protected characteristic, including race, color, genetic information, creed, national origin, religion, sex, affectional or sexual orientation, gender identity or expression, lawful alien status, ancestry, age, marital status, or protected veteran status and will not discriminate against anyone on the basis of a disability or history of justice system involvement.

