



Continuing Care Coordinator

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

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Physical Requirements:

The initial work environment allows for remote working but is expected to transition to 80% in-person within the first 6 – 8 months. This position requires approximately 30% of work hours within in-custody jail settings and 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. The Continuing Care Coordinator may periodically be responsible for transporting participants to and from appointments until alternative transportation options can be secured.

How you'll fit in:

You'll be a great fit for our team if you are highly skilled, compassionate, tenacious, and dedicated to providing a trusted bridge of support from in-custody to out-of-custody for justice involved women. The Continuing Care Coordinator works in close collaboration with the Day Program Coordinator to assure that reentry is as safe, structured, supported, and seamless as possible. The Continuing Care Coordinator 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 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

Coordinator provides guidance and direction to the Continuing Care Assistant; demonstrates healthy professional boundaries; develops critical relationships with community, county, and reentry partners; cultivates peer and mentorship opportunities for program graduates; develops content and facilitates Continuing Care Reentry groups; assists in evaluation of program effectiveness; maintains program data and contributes to necessary reports; engages professionally with corrections and community partners as well as funders, donors, and model site visitors.

This position reports to the Executive Director.

What you'll do:

- Develop content and facilitate in-custody Wellness & Reentry planning group sessions in Gemma Day Program in coordination with Day Program Coordinator
- Meet individually with Day Program participants to co-create individualized Wellness & Reentry Plans prior to release
- Work in close collaboration with Day Program Coordinator on resources and reentry planning to assure seamless support for participants transitioning out of custody
- Provide supervision and direction to Continuing Care Assistant(s)
- Utilize assessments to determine participants needs and risks prior to release and provide on-going reassessment to determine progress in meeting goals
- Provide tailored system navigation and referral support to participants upon release to assist them to reach their Wellness & Reentry plan goals and needs
- Provide weekly Wellness & Reentry support groups to Continuing Care participants in the community
- Evaluate participant progress and provide feedback to participants as needed
- Provide support, direct feedback, and redirection to participants as needed
- Respond to and document program and participant issues in a clear and timely manner
- Develop and maintain relationships with system, community, and county partners in all the reentry domain areas
- Work to develop a network of peer support/mentors comprised of program graduates
- Collect and maintain data and statistics related to Continuing Care Program, assist in preparation of associated reports, and work with Executive Director to make necessary programmatic changes based on data
- Maintain accurate and timely records and prepare and submit reports as needed
- Perform outreach activities and promote program in community and with system partners
- Perform administrative and clerical duties necessary to the position
- Maintain facility, equipment, and materials
- Attend and actively contribute to staff meetings and additional team meetings
- Attend meetings relevant to community partnerships as needed

- Work in close collaboration with Corrections staff to maintain safety, structure, and integrity of Continuing Care Program
- Regularly communicate and coordinate with Executive Director and report any concerns
- Support related fund development activities
- Provide health and Medi-Cal outreach, information, referral, eligibility, access assistance, planning and MAA coordination activities
- Perform outreach activities related to Program as needed
- Other Duties as assigned

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 ability to create and maintain collaborative relationships across other functional areas to solve problems, and improve programs, systems, and outcomes for participants
- Exceptional skill at creating and maintaining a safe, structured, supportive, and trauma-responsive reentry environment for participants
- Strong group facilitation and management skills including the ability to maximize participation and engage individuals with different learning styles and abilities
- 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
- Strong organizational, schedule management, project management, and problem-solving skills with excellent multi-tasking abilities
- Great 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 with a wide range of constituents including staff, program participants, system partners and the public
- Extensive 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
- Demonstrated knowledge of corrections, community supervision, and community-based reentry practices and criminal legal system policy
- Demonstrated 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

Qualifications

- Bachelor's degree in Social Work, Human Services or other related field or equivalent experience required
- 3 - 5 years of relevant combined education and/or experience in criminal justice/criminal legal, and/or reentry services
- Clean driving record and registered, safe vehicle for periodic use as participant transport
- Exceptional knowledge of reentry needs and service providers within Bay Area
- Experience, education, or training in trauma-responsive practices
- Experience, education, or training in issues impacting women
- Knowledge of criminal legal system procedures, policies, practices, and trends
- Demonstrated group facilitation experience
- Demonstrated curriculum development and delivery experience
- Experience managing sensitive and confidential information

How you apply:

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

- Cover letter describing your interest in this position and what you would contribute to The Gemma Project
- Resume
- One-page or less description of the primary reentry issues facing justice-involved women
- At least three references who can attest to your ability to be successful in this role

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. Compensation will be equitable and based on experience. The salary range for this position is \$75,500- \$84,500, plus full health, vision, and dental benefits, 24 days of PTO annually plus holidays, and 3% employer contribution to retirement.

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.

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.

