



Day Program 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 Day Program 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.

How you'll fit in:

You'll be a great fit for our team if you are skilled, compassionate, and dedicated to providing direct-service reentry programming in an in-custody setting to justice involved women. The Day Program Assistant works to build rapport and a trusting relationship with participants in the Day Program and supports the Day Program

Coordinator through intentional efforts to maintain participant engagement upon release. The Day Program Assistant supports the Day Program Coordinator in running all aspects of in-custody programming including: interviews, assessments, enrollment decisions; assists to develop, deliver and maintain a relevant, applicable and trauma-responsive curriculum; helps to provide consistent course supervision, safety, and structure to support participants in successful program completion, demonstrates healthy professional boundaries; works in close collaboration with The Gemma Project Team; supports outreach for program; assists in evaluation of program effectiveness; assists in collection and maintenance of program data and contributes to necessary reports; engages professionally with staff, corrections and community partners as well as funders, donors, and model site visitors.

This position reports to the Day Program Coordinator.

What you'll do:

- Provide support to the Day Program Coordinator
- Build rapport and trusting relationships with participants to support Day Program engagement
- Take the lead in preparing the Day Program space for participants and instructors
- Assist in the management and coordination of 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 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.



