



October 3, 2023

JOB OPENING AT *CHANGED CHOICES*:

Changed Choices is accepting applications for the position of ***Change Coach***, a full-time, exempt position.

As a Christian, faith-based organization, the successful candidate will be a woman who is a Christ follower and able to fully embrace our purpose, mission, and vision.

Changed Choices provides wraparound, holistic programs, and services for women impacted by incarceration. The success of the women we journey with is rooted in the long-term, trusting relationships foundational to everything we do. Therefore, we are looking for a woman who loves people, is a good listener, highly relational with strong interpersonal skills, and can quickly connect with people from diverse backgrounds—religious, socioeconomic, cultural, ethnic, educational, and social. She must possess the ability, and discernment, to perceive real needs and to provide support and resources.

She is a creative problem solver, energetic and self-driven, yet works well with the team. She has strong attention to detail and functions with a high degree of organization. Must be equally comfortable in a collaborative team environment and as an independent self-motivator. She is proficient in technology, and will know or be prepared to learn Office, Google Suites, and Salesforce. This position requires excellent written and verbal communication skills. She is teachable and responds well to direction and instruction. Must be flexible and comfortable with change, which is often required in a non-profit organization.

Educational or professional background in human services, substance abuse, Christian or Biblical counseling, mental health or equivalent; lived-experienced considered.

Please submit a resume and cover letter to Diane Hunt, Executive Director/CEO, at diane@changedchoices.org. Applications will be accepted until the position is filled.

Job Title: Change Coach

Status: Full Time, Exempt (40+ hours/week)

MISSION STATEMENT: As followers of Christ, we empower currently and recently incarcerated women to achieve lasting, positive change through programming and personalized mental, emotional, physical, and spiritual support.

VISION STATEMENT: *Changed Choices* exists so that women who have experienced incarceration lead restored lives marked by healthy decisions, self-sufficiency, and contribution to their communities.

Changed Choices VALUES:

As followers of Jesus Christ, we endeavor to operate with:

- **INTEGRITY**
We are honest in all of our dealings and steward the resources the Lord has entrusted to us.
- **COMMUNITY**
We work collaboratively, internally and externally, building healthy cultures to achieve our mission.
- **RESTORATION**
We quickly seek to reconcile with others and model second chances.
- **RESPONSIBILITY**
We take personal responsibility for our actions and follow through on our commitments.
- **PRODUCTIVITY**
We perform our respective roles with a drive to achieve results that advance the shared mission and vision of our organization.
- **AFFIRMATION**
We celebrate each other's success and value, recognizing we are all created in God's image.

PURPOSE STATEMENT: A *Change Coach* serves in a manner that represents the *Changed Choices* vision, mission, and values. This position exists to provide personalized, direct client support through long-term relationships and *Changed Choices* programming and services for women from the point of becoming a *Changed Choices* Client through her Re-Entry journey.

REPORTING RELATIONSHIPS: Reports directly to the *Director of Programming*; and works cooperatively and collaboratively with other members of the Programming Team and other *Changed Choices* staff.

Day-to-Day RESPONSIBILITIES:

Manage a caseload of Pre-Release and Re-Entry Clients

- Provide personalized program and service support, encouragement, and guidance from the point of acceptance through Re-Entry to Graduation.
- Onboard newly assigned clients including onboarding client assigned volunteers.
 - Develop a personalized client Vision Plan for each assigned client
- Maintain communication and coaching through the program curriculum process
- Shepherd women in decisions and lifestyle choices that reflect *Changed Choices* client expectations and personal growth
- Ensure that every client has a written Vision Plan upon release.
- Assist each client in selecting a partnering church to engage in the church community upon release.
 - Work with the selected church to identify a church mentor and to prepare for the woman's welcome home.
 - Assist each client in determining what her immediate needs will be upon release, including housing. Help schedule appropriate appointments in advance of her release.
- Upon release, provide Client support and encouragement throughout the Re-Entry process.
 - Arrange transportation home if needed.
 - Meet with clients regularly to encourage, coach, and review progress on Vision Plan goals and action steps.
 - Set up initial meetings and introductions with staff and other clients.
 - Assess client needs and all applicable resources and provide referrals as needed.
- Engage with Caregivers and children, providing support, encouragement, resources and referrals as the Family ministry component is developed.

Administrative

- Keep the Program Team, and the Staff informed about client progress and challenges.
- Maintain Salesforce data keeping each client's information current and accurate.
- Provide insight and information for grant requests and grant reports
- Provide timely responses to communications and requests – internal and external
- Participate in *Changed Choices* events and event planning as assigned

Other duties as assigned by the *Director of Programming* or the *Executive Director/CEO*.

REQUIREMENTS:

- A follower of Jesus Christ
- The successful candidate must fully support *Changed Choices'* mission, vision and purpose.
- Educational or professional background in human services, substance abuse, Christian or Biblical counseling, mental health or equivalent; lived-experience considered.
- Must be a good listener, highly relational, and quickly connect with people from diverse backgrounds – religious, socioeconomic, cultural, ethnic, educational, and social.
- Possess the ability, and discernment, to perceive real needs and to provide support and resources.
- Must be equally comfortable in a collaborative team environment and as an independent self-motivator.
- Workable knowledge of Google and MS Office. Experience with Salesforce is a plus.

- Excellent written and verbal communication skills.
- Must function with a high degree of organization and attention to detail
- Must be coachable and respond well to direction and instruction.
- Must be flexible and comfortable with change, often required in a non-profit organization.
- Willing to contribute to a ministry culture built on relationships that prioritize collaboration, embodies integrity and pursues equality and equity.

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