



benevolence farm

Reentry Coordinator

Part-time, salaried, exempt, occasional weekend and evening hours

Reports to Executive Director

Summary: Benevolence Farm is a small nonprofit organization built on the premise of mercy and sincere belief in second chances. Our community provides transitional employment and safe housing for women leaving North Carolina prisons, and also supports residents in making the connections necessary to securely transition back into society. We are seeking a part-time Reentry Coordinator who is enthusiastic and passionate about supporting Benevolence Farm residents with making these vital connections in the community, while also meeting the needs of the women on the farm.

The majority of in-person work will take place in Alamance County. The coordinator is expected to be on-site all day Tuesdays and Thursdays.

This is a salaried position at 24 hours per week with an annual salary of \$18,500.

Primary Responsibilities:

- Interviews incoming residents to determine their needs/goals and develops an individualized plan. This assessment will include documents that the resident needs to secure public assistance, social services or education needs. The assessment will include any requirements to reunite with their children. Accurate intake records and updates to intake records on the status of each resident must be maintained at all times.
- Organizes resident-centered celebration of wins, goal achievements, birthdays, and holidays.
- Organizes resident-centered gatherings and community building efforts such as Farm Fridays.
- Supports the residents with goal completion and connect with appropriate community partners and resources.
- Ensures a drug & alcohol-free, clean and safe environment for residents. This includes replenishment of supplies (cleaning, laundry, food, hygiene), emergency preparedness, and household maintenance and repairs.
- Provides and coordinates transportation for residents.
- Conducts regular meetings with the residents to facilitate problem-solving and to improve communication among the residents when needed. This may include problem-solving individually or with the group as a whole.
- Manages data entry and maintenance (i.e. appointment tracking, length of stay, milestones, etc.)

Qualifications:



- Understanding of the population to be served and knowledge of the recovery process
- Keen awareness of racial, gender, age, and LGBTQ equity frameworks and trauma-informed care for formerly incarcerated people
- Enthusiastic, kind, open-minded, and open-hearted
- Excellent writing, verbal, and interpersonal skills and strong organizational skills
- Strong self-awareness and self-care practices
- Competent in Word, Excel, and data systems, and willing to learn and receive training in these areas
- Ability to work flexible hours, including some evenings and weekends
- Experience navigating systems, including applying for government benefits, getting a driver's license, etc.
- Strong case management and documentation skills
- Strong conflict resolution skills, including de-escalation skills
- Vehicle and auto insurance coverage, and a valid North Carolina Driver's license

We strongly encourage formerly incarcerated persons to apply.

Resumes and/or letters of interest to be sent to info@benevolencefarm.org with the subject line "Reentry Coordinator application." You are welcome to submit a video describing your experience as well.