

Workforce Connections, Inc.
SECOND CHANCE ACT- CONNECTING TO SECOND CHANCES
CONNECTIONS COACH (MENTOR)
Position Description

GENERAL: Under the direct supervision of the Coach Coordinator, the Connections Coach (Mentor) will work with inmates up to three months prior to inmates' release date and a continuation of three months post-release work, assisting these individuals with a smooth transition from institutions to community.

MINIMUM QUALIFICATIONS: Must be at least 21 years of age and not have a conviction against people or property; or been convicted with the intent to sell drugs within the last ten years. Must provide own transportation. Must have an absence of crimes against people/property or intent to sell drugs within the previous 10 years. Strong written, verbal and interpersonal skills required including conflict resolution and problem solving. Ability to use appropriate computer systems including Windows operating system and the Microsoft Office Suite required.

I. PARTICIPANT INTERACTION

- Visit individuals at least twice a month for six months.
- Become comfortable working with multiple inmates.
- Document all visits with persons.
- Enable individuals to reach personal goals (i.e. school or work).
- Travel to various institutions.

II. PROGRAM EXPECTATIONS

- Attend two, four-hour training sessions with Coach Coordinator.
- Attend monthly meetings with Coach Coordinator and peers.
- Report all information to Coach Coordinator
- Collaborate with other coaches.
- Assist in recidivism reduction service recommendations.
- Build relationships with community members.

III. PHYSICAL/SENSORY/COGNITIVE REQUIREMENTS

The majority of the work time will be spent in an office setting and in the community in a variety of settings assisting in achieving the goals and objectives of Workforce Connections, Inc. Mobility within the rural and urban community is required. Must be able to drive and have access to a reliable vehicle.

IV. ENVIRONMENTAL CONDITIONS

Majority of work is performed in an office setting, community, and varied conditions. Outdoor travel required.

Coach Signature

Date

Coach Coordinator Signature

Date