

Part-time Transformation Coordinator - Women and Family Services

Summary

The Transformation Coordinator of Women and Family Services holds an important role in assisting the Associate Director of Transformation Services to support individuals on the journey from incarceration, substance use, and/or homelessness. This position requires a mission driven, and passionate individual who can provide trauma-informed services and lead community-based recovery initiatives with a strong sense of empathy, accountability, and organizational integrity.

HOURS: Part-time, 24 hours/week

PAY RATE: \$22.00 - \$23.00/hour, depending on qualifications

BENEFITS: PTO, Holiday Pay, 403b Retirement Account, Voluntary benefits

Program Development & Execution:

- Execute and maintain person-focused services with multigenerational impact.
- Facilitate, coordinate, or provide transportation for residents.
- Facilitate Destiny Women's programming for residents, the community and in the local jail.
- Execute peer recovery support services.
- Execute Urine and Breath Analysis.
- Perform other duties as assigned by Senior Director of Community Transformation.

Leadership:

- Provide part-time mentorship, coaching, and support to staff and volunteers.
- Maintain ethical oversight of services and foster a positive team culture.
- Sustain external partnerships that support housing, employment, and personal development opportunities for participants.
- Contribute to safety planning and participate in emergency drill oversight during scheduled shifts.

Resident Support Services

- Assist with resident assessments and recovery planning, focusing on wellness, employment, housing, and justice involvement.
- Ensure appropriate documentation of case notes and transformation plans by MARCO standards.
- Participate in medication management policy oversight during scheduled hours.
- Maintain flexible availability (some evenings/weekends) to accommodate residents' evolving needs.

Supervision & Administration

- Monitor compliance with policies and procedures, specifically related to service delivery and case documentation.
- Help oversee program documentation and performance data tracking.
- Assist with budget monitoring, grant data, and outcomes reporting in collaboration with the Senior Director.



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- Ensure strict adherence to all financial and reporting standards established by Damascus Way/Transform MN.

Qualifications & Requirements

Education and Experience

- Bachelor's degree in social work, Human Services, or related field preferred.
- Minimum of 3 years of experience working with individuals facing housing instability, justice involvement, or substance use challenges.
- Lived experience in recovery and/or reentry strongly valued.
- CPRS certification is required within 6 months of hire.

Additional Qualifications

- Minimum of one year of sobriety and documented freedom from probation.
- Strong interpersonal, communication, and organizational skills.
- Ability to work independently and uphold the mission and values of Damascus Way.
- Agreement with and adherence to Transform Minnesota's Statement of Faith, Core Values, and Code of Conduct.