



Transformation Specialist

Summary

The Transformational Specialist holds an important role in the transformational work to assist individuals on the journey from addiction/incarceration and/or homelessness to a full and prosperous life. This position requires a highly motivated self-starter who has a passion to assist individuals transform their lives to be productive members of community. The selected candidate will have superior technological skills, excellent communication skills, and ability to function at a high level in multiple areas simultaneously.

Hours: Full-time, 40 hours/week

Pay Rate: \$25.00 - \$26.50/hour, depending on qualifications

Benefits: Medical, Dental, HSA, Life Insurance, Long-Term Disability, Accident Insurance, 403b Retirement Account, Paid Time Off, Holiday Pay.

Program Development & Execution:

- Execute and maintain person-focused services with multigenerational impact.
- Facilitate, coordinate, comprehensive assessments of substance use disorder (SUD).
- Identify resident insurance needs and/or navigate acquisition of appropriate medical insurance for all residents.
- Conduct biweekly meetings with residents to update Individual Service/Recovery Plans.
- Technical navigation of software applications and support implementation of new systems.
- Empower, coach, mentor, and support all residents.
- Create appropriate procedures and guidelines for assessments, insurance acquisition, and other related processes
- Work with Associate Director on all matters regarding Recovery Services
- Complete housing support applications and execute appropriate next steps to establish account.
- Build and maintain strong relationships with DOC, DHS, Hennepin County, churches, and other nonprofits
- Always maintain a calm demeanor, pause to think things through.

Resident Support Services

- Execution of Peer Services programming according to MARCO standards. Specifically, case notes and resident transformation plans.
- Assist residents with resume building, job applications, interview skills/prep.
- Ensure clear communication with all staff regarding residents, insurance, assessments, and other critical needs.
- Maintain work flexibility to accommodate residents living including evenings, holidays, and weekends, as needed to meet the residents and organizational needs.



Administration:

- Conduct graduation plans and execute the resident graduation service on day of exit.
- Assist with new resident intakes and facility orientation as needed
- Provide social media content regarding resident progress/success.
- Assist Associate Director with Community Housing payments, repayments, and reconciliation
- Assist in data gathering, analysis, and reporting to communicate effectiveness reentry and recovery programming
- Close adherence to all Damascus Way/Transform MN financial standards and policies.

Education and Experience

- College Degree in Social Work or Human Services preferred
- Minimum of 1-2 years working experience with individuals having various life barriers
- Lived experience with recovery in substance use and or justice involvement
- CPRS trained and certified within six months of hire

Qualifications

- No less than one year of documented freedom from harmful chemical use and probation.
- Experience collaborating with people in re-entry and/or recovery.
- Excellent organizational skills.
- Ability to work without direct supervision, to make decisions on the spot that will adhere to the mission and values of Damascus Way, and to conduct assigned tasks with integrity.
- Understand and adhere to Damascus Way's program, facility, and staff policies.
- Agree with and adhere to Transforms Minnesota's Statement of Faith, Core Values and Code of Conduct.