



Job Title:

Part-Time Transformation Coordinator – Women and Families Services

Hours: Part-time, 20-24 hours/week

Pay rate: \$21.00 - \$23.00/hour, depending on qualifications

Benefits: PTO, Holiday pay, 403b retirement account, voluntary life insurance, accident insurance.

Position Summary:

The Transformation Coordinator supports women in recovery from incarceration, substance use, and/or homelessness. The supportive role offers 20–24 hours per week and includes at least two weekends each month. The ideal candidate will help to provide flexible, trauma-informed support services as needed, including resident transportation, program facilitation, and crisis response.

Key Responsibilities:

- Provide support for residents' transformative needs.
 - Facilitate or assist with Destiny Women's programming and Peer Recovery Support.
 - Administer, document, and report resident testing outcomes.
 - Offer transportation for residents to essential appointments or services.
 - Assist with resident check-ins, case planning, documentation, and safety inspections.
 - Support emergency preparedness (e.g., drills, safety planning).
 - Uphold ethical standards and foster a positive, recovery-focused environment.
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Requirements:

- Experience in recovery, reentry, or human services preferred.
- Trauma-informed and culturally competent approach.
- Reliable transportation and valid driver's license necessary.
- Background checks required to meet hiring requirements.
- Peer Recovery Certification or can certify within 3 months of employment.