



# DamascusWay

The Road To Freedom

## Transformation Coordinator – Rochester (CPRS)

### Summary

The Transformation Coordinator has a key role in Damascus Way's services and support of its residents as they progress through their journey towards integration in community. The selected candidate will have great people skills, be well organized, prompt, excellent communication skills (verbal & written), flexible and have relevant lived experience with substance use disorder. This position requires a valid driver license with clean driving history. Candidate must have certification as Peer Recovery Specialist.

**Hours:** Full-time, 40 hours per week

**Pay range:** \$24.00 - \$26.00 per hour, depending on qualifications

**Benefits:** Medical, Dental, HSA, Long-term disability, Life insurance, Accident insurance, 403b retirement account, Holiday pay and Paid time off

### Program Development & Execution:

- Execute and maintain client focused reentry/transformational services that upholds highest standards.
- Collaborate with residents to create and update Individual Service Plans
- Facilitate, coordinate, or provide transport for residents around the Rochester area.
- Consistently updating goals and objectives with all residents.
- Execute and maintain peer services programming ensuring all residents are enrolled and participating.
- Execute and maintain all affiliated documentation, update systems.
- Perform other duties as assigned by Director of Reentry
- Ensure all activities are conducted consistently and ethically.
- Maintain networks that our residents may benefit from, i.e., employment, community engagement, personal development, stable housing. Build good rapport and healthy, encouraging relationships with all staff and residents.
- Manage emergency response plans and conduct drills as required.

### Resident Support Services

- Execution of all aspects of Peer Services offered. Specifically, case notes and resident Individual Service Plans
- Complete health (physical/mental), finance/restitution, child support, education, employment, housing, spiritual and criminal history assessments.



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- Maintain work flexibility to accommodate residents living in a 24-hour care facility including evenings, holidays, weekends, and overnights as needed to meet the residents and organizational needs.

## Education and Experience

- High School Diploma or equivalent.
- Lived experience with addiction and recovery.
- CPRS trained and certified

## Qualifications

- No less than two years 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.