

4/09/18

TITLE: HOUSING COORDINATOR / LIFE COACH
DEPARTMENT: PROJECT REBOUND
REPORTS TO: DIRECTOR
EE CLASSIFICATION: PART-TIME BENEFITTED (APPROX. 30 HRS PER WEEK)
SALARY: \$21.00 – \$23.00
FLSA STATUS: NON-EXEMPT
JOB NUMBER: 02270
CLOSING: 05/03/2018, 11:59PM PACIFIC

** Please be aware that funding for this position is awarded through a Grant/Contract over a specified period. Employment for this position beyond current Grant/Contract funding is contingent upon continued funding.*

PROGRAM DESCRIPTION:

Project Rebound is a special admissions and student support program that supports the higher education and successful reintegration of the formerly incarcerated. By making higher education more accessible and supporting formerly incarcerated students to excel in a course of study, Project Rebound constructs an alternative to the revolving door policy of mass incarceration in order to empower formerly incarcerated students and their communities and increase community strength and safety. Project Rebound strives to provide each student with the individualized support that they need to succeed. In addition to providing direct wraparound services, Project Rebound acts as a liaison with services and programs on and off-campus and an advocate for people on campus and in the community. For more information about Project Rebound <http://www.fullerton.edu/rebound/>.

POSITION SUMMARY:

The Project Rebound Housing Coordinator/Life Coach (HCLC) is responsible for coordinating Project Rebound's supportive housing initiative and assisting Project Rebound students (both residents and non-residents) attain an optimal quality of life. The HCLC will provide life coaching support and life-skills training for the students living in housing. The HCLC is responsible for assessing the needs of residents and making appropriate referrals to resources on campus and agencies off campus. The position requires a strong case-management and/or residential services provision background. Criminal justice background is an asset.

ESSENTIAL DUTIES:

- In collaboration with the Director and Program Coordinator, work to create a comprehensive schedule of activities specific to each member to include, but not limited to: education, employment, physical/mental health, personal and professional growth, life skills, and/or any other activities to enhance the well-being of the member.
- Maintain consistent weekly one-on-one coaching sessions with students.
- Help to develop and maintain support groups, activities, and mentorship programs within the housing community.
- Maintain familiarity with current and new contracts to ensure compliance with funding source performance targets.

- Case manage students to insure all goals/needs are being met and documented into required data bases on a weekly basis while addressing performance targets stipulated by existing contracts.
- Ensure students are in compliance with program and residential agreements/guidelines.
- Ensure safety and well-being of all students, staff, and guests. Support guest policy and intervene where necessary to maintain compliance.
- Attend all A New Way of Life and Project Rebound staff meetings, case conferences, organizational gatherings, retreats, and conferences as requested.
- Oversee/facilitate regular house meetings on site in collaboration with students.
- Outreach to students through regular in-person visits, providing a “listening ear” one-on-one and in groups with students in an effort to support positive reintegration.
- Provide education, support and referrals to residents about available support if determined to be beyond the scope of the Project Rebound Supportive Housing program.
- Refer individual and group counseling to students through available therapy either onsite when available or with community partners when appropriate.
- Coordinate after-hours service support. Serve as backup on-call at all times and assume primary “on-call” as needed.
- Other responsibilities as assigned.

QUALIFICATIONS:

- Two (2) to five (5) years experience in one or more of the following fields: substance abuse counseling, case management, life coaching/mentorship, reentry services.
- Knowledge/experience in trauma-informed programming, restorative justice, and/or conflict resolution.
- Success in overcoming barriers similar to those confronting the program’s target population (i.e., a formerly incarcerated person) viewed as an asset.
- Excellent oral communication skills, interpersonal skills, and leadership skills.
- Highly self-motivated and ability to multi-task.
- Strong ability to establish, articulate, and maintain life-affirming interpersonal boundaries.
- Strong ability to problem solve and foster accountability within an empowerment/restorative justice framework.
- Knowledge of local, state, and federal corrections systems, parole, probation, housing.
- Ability to clearly, accurately, and effectively relay information to students, university faculty, staff, and administrators, and community members.
- Proficiency working with computers, digital communications, and popular software packages.
- Strong ability to work independently and take initiative.
- Ability to work effectively with diverse partners in professional academic settings, community-based organizations, and corrections.
- Ability to coordinate, supervise, and collaborate with volunteers.
- Experience working with currently and/or formerly incarcerated individuals.
- Must be available to travel and work some evenings and weekends.
- Must have reliable transportation and current California Driver’s License with valid registration and insurance.

EDUCATION:

Bachelor's degree from an accredited four-year college or university is required.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers; handle or feel; reach with hands and arms; talk; and hear. The employee is frequently required to walk, balance, stoop, kneel, and/or crouch. (The employee must occasionally lift and/or move up to 15 pounds). Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Keyboard data entry required.

BENEFITS:

Health, dental, vision, life and retirement plan. For information regarding ASC Benefits: <http://www.fullerton.edu/asc/hr/benefits.php>

APPLICATION PROCEDURE:

To be considered an applicant; you must apply through our online portal found on the following site:

<https://www.governmentjobs.com/careers/csufasc/jobs/2038199/housing-coordinator-life-coach?pagetype=jobOpportunitiesJobs>

- **A Cover Letter, Resume, and Statement of Mentorship Philosophy are required to accompany your application.**
- **Three (3) letters of recommendation are required to accompany your application.**

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at ascemployment@fullerton.edu or (657) 278-4117.

BACKGROUND CHECK:

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the ASC. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASC employees who apply for the position.

CSU Fullerton Auxiliary Services Corporation is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.