



Rebuild. Restore. Renew...Lives.

235 S 12th St, Lebanon PA 17042 • Tel: 717-274-7528 • Fax: 717-274-0149 • www.jub.org

Life Coach (Aftercare)

02-01-22

Accountability: Aftercare Manager

Status: Full Time/Part Time (up to 28 hours); Non-Exempt

Purpose: To provide case management for students; to oversee and coordinate Aftercare Program activities in keeping with current policies and procedures.

Qualifications:

- Degree or appropriate experience in ministry or case work
- Exercise judgment/offer advice that is consistent with Jubilee's mission statement and core values, standards, practices, policies, procedures, regulation, or law
- Exceptional interpersonal skills: verbally articulate and clear; good listener; able to display Christian love to people from all walks of life; can hold Aftercare men and women accountable for their choices, behavior, and actions
- Able to appropriately handle sensitive information and maintain required confidentiality
- Ability to organize and prioritize work
- Computer literate: proficient in Microsoft Word
- Effective presentation skills
- Willing to adhere to Jubilee's Mission Statement, Core Values, Statement of Faith, Position Statements, and Employee Code of Conduct
- Experience in prison work and/or addictions a plus

Working Conditions/Physical Factors: **Occasionally= 1-33%** *Frequently= 34-66%* *Continuously= 67%-100%*

- Sitting/Working at Computer- Frequently
- Phone Communications- Frequently
- Lifting (under 25 lbs.)- Occasionally
- Walking block between Aftercare house and other Jubilee buildings- Occasionally

Duties

Case Work

1. Hold students accountable to the rules and standards of the Aftercare Program.
2. Oversee occupants of Aftercare houses and manage occupant activities.
3. Perform case management of student budgets and student program activities.

4. Identify “teachable moments,” and take the opportunity to coach and guide students away from destructive, life-controlling behaviors and towards Jesus Christ.
5. Complete administrative actions related to the graduation or discharge of Aftercare students.

Administrative:

1. Complete a Shift Report documenting any needs brought to your attention by students and/or any significant incidents that occurred during the shift.
2. Log student progress and activities in Mission Tracker.
3. Report significant incidents or events.
4. Report all crisis situations to the Aftercare Manager immediately. If violent, call 911, then notify Aftercare Staff.
5. Perform drug screens as directed by Aftercare Manager.

Teaching/Training

1. Assist in teaching or coordinating Aftercare Program classes.
2. Assist in leading or coordinating recovery meetings.

Other

1. Attend events that support Jubilee Ministries or the Aftercare Program (e.g., Fundraising Dinner, Volunteer Banquet, Student Graduations, etc.).
2. Promote Jubilee Aftercare in churches, prisons, community organizations, at public events.
3. Act as “Emergency” On-Call person as scheduled.
4. Participate in staff meetings and other team building activities.
5. Other duties as assigned.

Jubilee Ministries is a privately funded 501(c)3 non-profit Christian ministry. We exist to serve those affected by incarceration by being ambassadors of life change through the Gospel of Jesus Christ. We consider every position to be essential in the fulfillment of our Mission Statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry (spiritual) activities of Jubilee Ministries
- Subscribe to Jubilee Ministries Mission Statement, Core Values, Statement of Faith, Position Statements, and Employee Code of Conduct at hire and continuously while employed.
- Adhere to Jubilee Ministries Employee Handbook.

My signature below acknowledges that I have read and understand the job description as described herein and I can perform that which is required under Working Conditions/Physical Factors unless otherwise noted. I understand that this job description is not all-inclusive, and that employment is at-will.

Signed: _____ Date: _____