



## **Job Description: Re-Entry(R3) Case Empowerment Specialist**

Full-Time

Salary Exempt

\$60,000 - \$65,000

Health and dental benefits package

Retirement Savings

Mental Health Wellness & Sabbatical Time Off

## **Collaborative Healing Initiative Within Communities (CHIC)**

Collaborative Healing Initiative within Communities (CHIC) helps families break intergenerational cycles of poverty. Our mission is to build women's economic, social, and cultural capital because powerful women build healthy families and thriving communities. Founded in CHIC in 2017 to provide culturally relevant, whole-family, female-focused services in four areas.

- CHIC education programs provide mind-body-spirit mentorship and education for youth, building positive identity, mindfulness, and self-efficacy to increase school engagement and success.
- CHIC Workforce programs help women plan, pursue, and persist on pathways to employment in high-earning, in-demand industries with low barriers to entry.
- CHIC Reentry programs provide mentorship and intensive case management for women and girls exiting the prison and juvenile justice systems.
- CHIC Community Development programming supports ongoing community development. CHIC events bring families and service providers together to increase access to community resources and facilitate social connections and cohesion.

## **Position Overview**

CHIC's Re-Entry program serves young women who are at high risk for experiencing violence or being engaged in the judicial system, or who are already engaged in the judicial system. The program provides 1:1, services, group meetings and circlesgroup, and family prevention and intervention supports, which are facilitated through intensive mentorship and case management; each young woman in this program receives continuous, deep, and ongoing support from a member of CHIC's staff. Young women are recruited and referred into this program from a variety of partners, including from CHIC partners school, from CHIC community partners, and from city and county agencies like GRID or Departments of Probation. CHIC's approaches to this work reflect our deep understanding of the unique ways in which young women and young women of color are impacted by violence, crime and the judicial system; are guided by our commitment to female-focused, holistic, and multi-generational supports; and continue our efforts to integrate CHIC services into our the regions where we concentrate our work, in Northeast Denver and North Aurora.



The Re-Entry(R3) Case Empowerment Specialist serves as the appointed case empowerment lead for a caseload of young women in the program. This role requires being on the ground in the community to provide immediate assistance in emergency situations, conducting intake assessments, facilitating regular 1:1 and family meetings and coaching/mentoring sessions, ensuring young women and their families can access support, attending probation or court docket meetings when necessary, and leading facilitation of case empowerment group sessions.

### **Roles and Responsibilities**

<b>60% Case Empowerment</b>	<p>Manage a Case Empowerment caseload (15-25), including the following responsibilities:</p> <ul style="list-style-type: none"> <li>● 1:1 youth intake assessments and family intake assessments</li> <li>● Ongoing 1:1 mentorship and coaching meetings: bi-weekly (at minimum) touch points to assess progress and needs; support goal setting and monitoring; and support social emotional skill development via coaching and modeling</li> <li>● Recommend supportive services for youth and families</li> <li>● Attendance at probation or court docket meetings as necessary</li> <li>● Lead and/or support facilitation of group sessions</li> </ul>
<b>20% Community Engagement</b>	<ul style="list-style-type: none"> <li>● Respond to crisis incidents (e.g. an incident involving a young woman)</li> <li>● Support community-based recruitment</li> <li>● Have presence at community events and meetings</li> <li>● Communicate with CHIC and community partners</li> </ul>
<b>10% Data management</b>	<ul style="list-style-type: none"> <li>● Enter all intake data, case notes, and service referrals into CHIC's database in a timely manner</li> <li>● Produce/provide progress reports as needed (internally with CHIC team and/or for referring partners/agencies)</li> </ul>
<b>10% Coordination and Collaboration</b>	<ul style="list-style-type: none"> <li>● Attend all CHIC team meetings</li> <li>● Attend any community or partner meetings as necessary</li> <li>● Collaborate regularly with CHIC's Re-Entry, Education and Workforce teams to ensure effective collaboration and problem solving about clients</li> </ul>

### **Qualifications & Skills**

- 5+ years of experience in a school, program or community-based setting
- Several years in a role that requires high levels of communication and coordination
- Demonstrated experience working with youth
- Demonstrated experience working with families to build relationships and support engagement
- High levels of cultural competency
- High levels of skill with relationship development



### **Mindsets and Attributes**

- **Values alignment:** you are invested in CHIC’s mission and vision; you have a clear “why” for this work that drives and motivates you, even when the going gets tough
- **Cultural competency:** you are culturally responsive in all of your actions, language, and relationships
- **Trauma sensitivity:** you have knowledge and experience engaging and supporting adults and children who experience / have experienced trauma
- **Relationship development:** you naturally and proactively cultivate, maintain, and deepen relationships with individuals in CHIC programs, CHIC staff, and external partners
- **Collaboration:** you are dedicated to working closely with CHIC staff and partners; you are committed to leveraging shared resources to have greater impact in community
- **Initiative:** you take personal responsibility for achieving your goals; you solve problems and find creative ways to move forward in spite of obstacles
- **Self-Management:** you are highly self-aware and self-motivated; you take responsibility for your actions and your time; you model mindfulness, reflection, and commitment to your own growth and healing

### **Working Conditions**

- Engage in office work at CHIC’s home office in Aurora, Colorado
- Engage in work (e.g. facilitation) that requires the ability to engage in moderate physical activity
- Must be able to lift and carry or otherwise move 10 pounds regularly/occasionally
- Travel between CHIC office, facilitation sites, and partner sites for recruitment and client engagement

### **Compensation**

- Salary Exempt
- Annual compensation range starts at \$60,000
- Health and dental benefits package available after 90 days of employment.

### **Equal Opportunity Employer**

Collaborative Healing Initiative Within Communities (CHIC) is an Equal Opportunity Employer. CHIC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. CHIC celebrates diversity and representation. We seek to create a team that represents the diversity and the experiences of the women, girls, and community we serve. We seek to create conditions in which diverse backgrounds and experiences are welcomed, supported, and nurtured as assets in our work.



### **How to Apply**

Please email your resume and a video to:

**Hilari Smith** ([hilari@chicdenver.org](mailto:hilari@chicdenver.org))

Your **video should be no longer than five minutes**, and **should answer these questions**:

1. Why is CHIC's mission meaningful to you?
2. Why do you want this job?
3. What experiences make you the best candidate?
4. What professional experience are you most proud of?
5. Describe a challenging work-related experience and how you navigated through the challenge and the outcome.