



REBOUND, INC.

Prevention Program Coordinator

GENERAL DESCRIPTION:

Rebound, Inc. is dedicated to leading the way in the innovation and provision of evidence-based, community centered education, advocacy and rehabilitation solutions to the overrepresentation of African American youth in the juvenile justice system. The Trauma Based Prevention program seeks to achieve this goal by providing education and support to youth and families experiencing trauma as a means to prevent them from falling into the justice system.

PROGRAM DESCRIPTION:

The Prevention Program Coordinator oversees the development and implementation of the Rebound, Inc. trauma-based justice system involvement prevention program, which provide education and support to families experiencing trauma and training to social service professionals serving this population.

Building on the principle of “Ujima”, the Family Resilience Program will prevent justice system involvement among Black boys in North Minneapolis by providing the evidence based Strengthening Family Coping Resources (SFCR) curriculum as a means to “use family coping resources as mechanisms for change, strengthen family processes impacted by urban poverty and chronic trauma, and address trauma-specific treatment goals.” The program will be provided in partnership with culturally specific providers from throughout the Twin Cities.

With the support of our dedicated Program Coordinator, the “Ujima Family Resilience Program” provides youth & their families.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Corrections, Criminal Justice, Sociology, Psychology, Social Work, Education or related behavioral science field AND One year PROFESSIONAL experience in corrections, human services or related behavioral science field,

OR¹

- Equivalent combination of experience and education in corrections, human services or related behavioral science field.

Required license(s):

- Valid driver's license
- First Aid/CPR certificate within 6 months of hire.

PREFERRED QUALIFICATIONS:

- Social Work license

¹ Candidates must furnish documented proof (transcripts, certificates, diploma, etc.) of post high school education.



DUTIES & RESPONSIBILITIES:

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification. Regular attendance according to the position's management approved work schedule is required for all positions.

Responsibilities

The Prevention Program Coordinator is responsible for overseeing *all aspects* of the Trauma Prevention program. He or she will:

- Create and implement ongoing marketing and volunteer/intern recruitment plan
- Train Rebound, Inc. volunteers and interns on evidence-based best practices in working with individuals and family groups experiencing trauma
- Form a strong collaboration with partner organizations to create and oversee the implementation of an ongoing Prevention Program plan, which includes collaborating with agencies on community events and being in attendance at key events
- Organize and develop proposals to increase funding and sustainability
- Conduct intakes with Prevention Program participant families
- Provide one-on-one support to children and families to engage them in trauma services and prosocial activities
- Prepare and disseminate monthly newsletter for families
- Coordinate the Prevention program's data reporting and evaluation efforts
- Communicate with referral sources regularly
- Attend regional and national trauma conferences to increase knowledge of best practices in providing trauma services
- Communicate with supervisor on a regular basis concerning Prevention program updates, individual issues, and new projects

KNOWLEDGE, SKILLS & ABILITIES AND WORK ENVIRONMENT:

- Demonstrated creativity, flexibility, and comfort in working with diverse groups of people
- Strong organizational, written, verbal, and interpersonal communication skills
- Strong interpersonal and human relations skills
- Strong relationships with local community organizations a plus
- Sense of humor
- Knowledge of indicators of mental health, chemical health, abuse, and child development.
- Knowledge of computer software and information systems
- Ability to hire, supervise, train, and evaluate volunteers.
- Ability to support volunteers in the performance of their job functions
- Knowledge of human development, family dynamics and systems, including crisis management and cultural competency
- Knowledge of community resources
- Knowledge of medical diagnoses, medications, and basic medical terminology, as well as medical insurance processes and procedures
- Interviewing, negotiation, and listening skills.
- Ability to communicate effectively both orally and in writing.

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EDUCATION, ADVOCACY & REHABILITATION

- Knowledge of evidence based practices including assessment, case planning, and cognitive interventions.
- Knowledge of criminal behavior and/or juvenile delinquency.
- Knowledge of basic psychology.
- Knowledge of group dynamics.
- Knowledge of the criminal justice system in Minnesota; working knowledge of the functions of its component parts.
- Ability to make good decisions under stress, while abiding by Departmental and State policies and guidelines.
- Considerable ability to work effectively with the public, department and County associates in a professional manner.
- Ability to work in a team to accomplish tasks, plan and resolve problems.
- Ability to communicate effectively both orally and in writing.
- Ability to apply departmental policies and procedures to assigned duties.
- Demonstrated ability to resolve conflict.

WORK ENVIRONMENT:

Prevention Program Coordinator will work in the Rebound, Inc. office in North Minneapolis and in the community with partners and families.

COMPENSATION AND BENEFITS

\$50,000 - \$54,000² per year (salaried, non-exempt, full-time position)

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Short-term disability insurance
- Employee assistance program
- Flexible/Hybrid work schedule
- Paid time off
- Retirement plan

TO APPLY

Send resume and cover letter to Christy Botts, Director of Operations at cbotts@reboundmpls.org. Please include the answer to these questions in your cover letter:

- Please explain any experience you have facilitating groups.
- Please explain your understanding of community-based trauma.

SELECTION PROCESS:

The examination/selection process for this position will consist of a rating of your training and experience from the application materials submitted. The top scoring candidates will receive an invitation to interview.

² Depending on qualification (education and/or experience)