PACE, Inc. is looking for a passionate, purpose-driven, enthusiastic, action-oriented individual who is well-organized. Candidates must be adaptable, creative, critical thinkers who take initiative and are collaborative.

Candidates must align with the values and vision of the organization, including a belief in re-entry and advocacy for those impacted by the criminal justice system.

## Organizational Overview

For over 60 years, Public Advocates in Community re-Entry (PACE) has provided resources and services to assist justice-involved individuals and their families to lead productive and responsible lives in our community. Our team believes that felonies do not define futures, and that no one’s life should be defined by their worst day. To support successful re-entry, PACE works to reduce recidivism and advance equity through the following:

* Providing direct services to those who have already exited incarceration, including employment training and placement services, recovery and relapse prevention supports, assistance enrolling in public programs and securing basic needs, and more
* Helping individuals while incarcerated to identify their individual needs and goals to prepare for re-entry
* Providing advocacy services at the state and local levels to support equitable public policy
* Sharing statistical data about our clientele and the broader justice system to educate key stakeholders, including employers and other community organizations
* Closely coordinating with the court system and correctional facilities to develop a pathway to successful re-entry and ensure greater connectivity to services
* Offers evidence-based training in the areas of re-entry and substance use disorder and recovery.

PACE is a member of the Marion County Re-Entry Coalition and a certified Recovery Community Organization (RCO). As a nonprofit 501(c)3, PACE has been a United Way agency since 1967.

**POSITION:** Care Coordinator

**PROGRAM:** Transitional Services

**POSITION DESCRIPTION**:

The Care Coordinator will provide non-clinical services intended to aid individuals in establishing and maintaining transition from incarceration. The Care Coordinator promotes a person-centered approach with an emphasis on respect, self-direction, and empowerment by providing care coordination, case management, personal assistance, education on community resources, and other supportive services for individuals exiting incarceration. The Care Coordinator will work in tandem with all the members of the IDS Wholistic Defense Team.

**INTERDISCISPLINARY DEFENSE SYSTEM**

The Interdisciplinary Defense System (“IDS”) is a pilot program that focuses on the provision of strong, consistent legal counsel and social, support services, including connection to treatment and social supports, to comprehensively address the needs of individuals convicted in Marion County and serving a sentence in the county and/or state criminal justice systems (“client” or “clients”). To reduce recidivism and truly address the obstacles to success, IDS envisions a “wholistic defense” model, which requires an interdisciplinary team—including, but not limited to public defenders, social workers, health care, housing, and community-based support services (“IDS team”)—working in collaboration and engaging with the client beyond the life of the criminal case, including during their incarceration in state, city and/or county facilities. The IDS will provide wholistic services through integration of public defense and civil legal services into a comprehensive reentry plan to ensure that upon release, the individual is ready to engage in society, including by accessing employment and housing, and by reconnecting with their support systems.

**POSITION REQUIREMENTS:**

* Bachelor’s degree in criminal justice or related field required.
* Must have personal or professional experience with the criminal justice system.
* Must have knowledge of community resources and recovery support systems.
* Address barriers to successful reentry and services as a coach and an advocate.
* Strong interpersonal skills.
* Advocate to ensure delivery of necessary services.
* Demonstrate good written and verbal communication skills.

**ESSENTIAL JOB FUNCTIONS:**

* Demonstrates knowledge of trauma informed care.
* Demonstrates positive beliefs and feelings regarding clients with varying levels of needs.
* Collects client data and conducts follow-up surveys to ensure long-term client engagement.
* Helps navigate community and recovery support systems.
* Able to share personal or professional reentry experiences and can model effective coping techniques.
* Finds creative and effective solutions to complex problems and justifies prioritization as appropriate.
* Provides support in a positive and supportive manner through coaching, role modeling and mentoring to assist members in developing skills to achieve their goals.
* Ensure client’s emergency basic needs are addressed immediately (i.e., food, temporary housing, employment, transportation, clothing, etc.).
* Make follow-up calls after all referrals are made. Ensure all referrals are documented in case management database.
* Ensure constant communication is made with the criminal justice monitoring agency (i.e., probation/parole/community corrections officers, etc.) to inform them of services provided and recommendations on any additional service needed.
* Provide case notes for every intervention (i.e., appointment, phone call, etc.) in the case management database (ETO).
* Maintain confidentiality and standards of ethical practice.
* Assess criminogenic needs of clients to determine how PACE can be of assistance and make appropriate referrals to other agencies when necessary.
* Must understand the role of employee’s individual position regarding HIPAA requirements and level of access to Protected Health Information as defined in HIPAA hospital-wide policies.
* Must understand that it is the responsibility of every PACE staff member to provide client safety as a priority response according to evidence-based practices.
* Encourage clients to be actively involved in their own plan, exhibiting client-centered principles.
* All other duties as assigned.

**REPORTING REQUIREMENTS**:

* Be Familiar with all program reporting requirements.
  + Accurately and timely enter all information into all reporting databases.
* Provide follow-up on clients a minimum of every 14 days. Follow-up information is then noted in the client services database.

**PACE, INC. RESPONSIBILITIES:**

* Maintain a confidential and trustworthy relationship with clients.
* Always represent PACE in the most professional way.
* Attend and actively participate in all staff meetings.
* Serve as an active member of the IDS team and work in collaboration with team members to serve the clients and implement the program.
* Attend and actively participate in all IDS team meetings and staffing.
* Dress, always speak and conduct yourself in an appropriate and professional manner.
* Attend relevant training courses when necessary.
* Remain educated about service agencies in Marion County.

**TRAINING | The following will be required once hired:**

* Motivational Interviewing
* Co-Active Coaching
* Trauma-Informed Care
* Mental Health Awareness

**BENEFITS:** For qualified positions PACEoffers a comprehensive benefits package, which include

medical, dental, vision insurance, life insurance paid in full for the employee; paid holidays, and

12 hours PTO accrued per month with an additional 8 hours of PTO accrued the employee’s birth

month to be utilized as a floating holiday.

PACE offices are closed the last two weeks in December and offers the flexibility of allowing

employees to utilize their accrued PTO during the closure or take this time as unpaid.

***Our organization seeks to attract talented professionals who possess a strong belief in our mission and a commitment to customer service and relationship-building. PACE is proud to be an equal opportunity employer.***

**Qualified candidates should apply by sending a cover letter and resume to:** [**pace@paceindy.org**](mailto:pace@paceindy.org)

**Please reference the position title in the subject line of the e-mail.**