



AmeriCorps Member Position Description



Member Position / Title:

Re-Entry Intake Coordinator

Member Immediate Supervisor:

Mediation Coordinator - Karron Williams

Hours of Service: Generally M-F 9am - 5pm but flexibility is an absolute must as some mediations are twice a month on weekends, early mornings or evenings

Partner Organization Name:

Re-Entry Mediation of Louisiana

Office Address: 4035 Washington Avenue, New Orleans, LA 70125

Website: www.reentrymediation.org

Organization/Agency Mission and/or Goals:

The Re-Entry Mediation Institute of Louisiana reunites families and reduces recidivism rates by mediating relationships between incarcerated people, and their loved ones to make a plan for their reentry.

Program Mission and/or Goals: Mediating cases helps reunite incarcerated people and their loved ones so they can make a collaborative plan for the incarcerated person's reentry, and to nurture sustainable support through positive relationships.

Community Need: REMILA will help formerly incarcerated person's build positive relationships with family and in the community. REMILA will help strengthen these connections, and allow collaborative planning.

Member Position Summary: to create a system for intake of clients that includes help with incoming calls, screening for appropriate mediation clients, and assisting with data entry notes

Member Impact: Re-Entry mediation is a short-term intervention with long-term impact on mental health and relationships. In assisting with the building of relationships this will help reduce the recidivism rates in the community. It also reunites families and strengthens relationships. It also improves community well-being and the individual's mental health and transition home.

Essential Functions of Position:

The Intake Coordinator will assist with new prospective clients, ask a series of questions for the purpose of compiling data, and then use that data to determine the best next course of action for REMILA

The Intake Coordinator will assist with the communication of other team members constructively in order to reduce conflict and enhance the resolution of issues

The Intake Coordinator will assist with case management, and assist with keeping all vital information.

The Intake Coordinator will show the ability to calm frustrated clients quickly and make decisions based upon anticipated outcomes.

Required Knowledge, Skills, and Abilities: The Intake Coordinator should be able to use listening and communication skills. The coordinator must be able to show competence, composure and neutrality.

Required Academic and Experience Qualifications:

- Effective communication and listening skills
- Experience working with diverse populations
- Self Awareness and commitment to restorative process
- Experience with grassroots outreach and conflict resolution is useful but not required
- People with experience with the criminal legal systems are highly encouraged to apply.

Required Transportation: The applicant is required to have their own transportation and able to drive the distances up to three hours. Traveling will be reimbursed. AmeriCorps Member may also be asked to drive once a week to prisons in Plaquemines Parish and St. Tammany Parish, Louisiana. Mileage will be reimbursed and a rental car is available if needed.