



# DOORS TO WELLBEING

## CALIFORNIA

A Program of The Copland Center for Wellness & Recovery , Inc.

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PO BOX 6471, Brattleboro, VT 05302 || 802-254-5335 || [www.copelandcenter.com](http://www.copelandcenter.com) ||  
[info@copelandcenter.com](mailto:info@copelandcenter.com)

### **Community Wellbeing Reentry Coaching Program Coordinator**

#### **Title of Position: CWRC Program Coordinator**

**Core Responsibilities:** The CWRC Program Coordinator is responsible for maintaining positive relationships based on mutuality, connection, and respect, coordinating, implementing, supporting, and collaborating on the development and delivery of the reentry program. CWRC Program Coordinator Reentry will support and supervise between 2-5 Community Wellbeing Reentry Coaches and report to the Western Region Executive Director. The Program Coordinator will work to provide, expand, and deliver community wellbeing peer support and coaching services to individuals reentering the community from carceral settings to live a self-directed, active, and meaningful life in the community of their choice.

#### **Essential Duties:**

- Work with the Western Region Executive Director to plan, coordinate, and attend meetings with the Alameda County Sheriff's Office and administrators at the San Rita Jail in Dublin to establish positive relationships, explain the project, and attempt to gain access to incarcerated individuals before they are released into the community.
- Work with the Alameda County Sheriff's Office and implement the communication protocol for when an incarcerated individual is scheduled to be released from the facility.
- Work with ACBH Safe Landing Project to establish a positive relationship, explain the project, and secure space at the San Rita Jail to meet with individuals when they are released from the facility.
- Work with leaders at community centers, health and human service sites, places of worship, etc., in or near Dublin to establish positive relationships and to explain the project.
- Partner with the leadership of the Alameda County Probation Department to establish a



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positive relationship, explain the project, and develop a collaborative and communicative approach to serving individuals who are reentering the community from San Rita Jail, a California state prison facility, or another county jail.

- Oversee and ensure a referral process to serve individuals returning to the community from jail or prison from the Alameda County Sheriff's Office, the ACBH Safe Landing Project, the California Department of Corrections Rehabilitation, another county jail system in California, or a community-based organization, health and human service agency, a place of worship, etc. in Alameda County.
- Meet with and support 5-20 individuals referred—preferably inside the jail or prison before release or at the time of release—to establish the relationship, explain the service being offered, create a base of trust, and verify that the individual voluntarily accepts the services being offered, and to begin 90 days of peer-delivered services.
- Ensure referrals are made and connections for the service participants to a Taking Action for Reentry group and encourage participation.
- Meet with the service participants at a community-based site of their choice to begin the process of mutual sharing and helping the service participants develop a personalized reentry plan based on their dreams, hopes, strengths, and skills.
- Encourages the service participant to participate in peer support groups with other returning individuals engaged in the project or other peer support groups operating in the community.
- Ensure program participants are utilizing the personalized reentry plan as a resource for action, the Reentry Coaches are assisting the service participants to connect with family and peer supporters, engage in community activities, identify and implement self-help strategies, and take specific steps for becoming independent, productive member of the community.
- Assist service participants in accessing needed resources and services, including, but not



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limited to, affordable housing, employment training and placement, employment support, educational placement and support, health care, mental health and substance use treatment, voter registration, etc.

- Represents the organization with major customers, stakeholders, the financial community, and the public, assuring the organization and its mission, programs, products, and services are consistently presented in a strong, positive image.
- Prudently manages the program's resources and works collaboratively to identify and secure additional resources to work within budget guidelines.
- Ensures that after 60 days of peer-delivered services, the Reentry Coaches shifts focus to facilitating a transition that empowers the individual to continue a successful reentry without receiving coaching services, utilizing their personalized recovery plan to maintain community inclusion, peer support, and self-reliance.
- Ensures that at 90 days, Reentry Coaches are facilitating the completion of peer-delivered services and supporting the service participant's responsibility to use their personalized reentry plan to live life in the community.
- Implement and manage a documentation and evaluation system that ensures services and program deliverables are being met by all Reentry Coaches and programmatic reports are submitted to the Western Region Executive Director monthly.
- Other assignments may be required as determined by the Western Region Executive Director.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



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**Qualifications for Position:** Bachelor's degree preferred or a minimum of three years of experience providing community-based peer support. Lived experience with peer support and recovery from carceral to community living strongly preferred. California State Certified Peer Specialist training required or willingness to complete certification within three months of hire.

**Supervisory Relationships:** Reports to the Copeland Center's Western Region Executive Director.

**Skills and Knowledge Required:** Knowledge and practice of peer support and self-help approaches. Knowledge of community resources for individuals navigating the criminal justice system. Excellent interpersonal communication, writing, and presentation skills, with an ability to interact comfortably with diverse groups. Ability to set strategic direction for projects, including project management skills. Ability to facilitate community peer support groups, team meetings, and 1:1 supervisory support meetings with adherence to Copeland Center values and ethics. Knowledge and skills in navigating multiple community support resources, networking with community leadership, and building community assets through collaboration and partnerships.

**Personal Qualities:** Must be open, flexible, and willing to collaborate with internal and external partners. Project professionalism at all times with internal and external stakeholders. Consistent wellness, solutions-based, constructive focus in all professional interactions.

**Amount of Travel and Any Other Special Conditions or Requirements:** A high amount of travel is required. Some evening and weekend work may apply on occasion. In-person meetings and training are required.

**Status:** Full-time exempt position

**Salary:** \$55,500.00

### PHYSICAL DEMANDS

The physical demands described here must be met by an employee to successfully perform the



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essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must have a willingness to travel.

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CWRC Program Coordinator

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BeaJae North Western Region Executive Director

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Matthew R. Federici, CEO