

A PEACEFUL HABITATION HOME & AFTERCARE MINISTRY, INC.

Home Coordinator Job Description

Ministry Description:

A Peaceful Habitation Home & Aftercare Ministry, Inc. is a Christian aftercare ministry providing service and support to facilitate successful re-entry to society. It was created to “bridge the gap” for incarcerated and recently released women who want to live transformed lives and break patterns of self-defeating or destructive behavior.

The Program is unique because it combines caring support and mentoring with educational content to improve life skills in a context of personal accountability.

“A Peaceful Habitation” refers to the transitional residence, as well as the daily program at the residence. Christian principles form the substance and intent of the program, which consists of structured support, education, accountability and community.

As a focal point for ecumenical outreach to women being release from prison, it is also a channel for the faith community to live out Matthew 25:36 “...I was in prison and you came to me” (NKJV). It is an opportunity for “free world” Christian women to grow in faith and spiritual maturity by mentoring or volunteering in the Program. It is an opportunity for the Christian community to reach out to newly released women through sponsorship and practical support, and engenders reconciliation and healing within the larger community that will carry forward far beyond the transitional period after release.

Duties: Responsible for daily operations of the APH Home and coordination of activities.

Live at APH

Participate in Bible studies and devotions and events

Onsite facilitator for the Program five to six days per week

Supervise daily activities (cooking, cleaning, shopping, group meetings)

Provide transportation for the Participants to necessary appointments/events

Oversee volunteer and mentors schedules (sometimes coordinate)

Oversee problem resolution among Participants

Provide weekly reports to Executive Director

Report to and work closely with Executive Director and Assistant Director

Receive and coordinate delivery of donations – give receipts

Do intakes, including coordinating required appointments for (SSA, DHS; MVD for driver’s licenses; Workforce; Clothing Agencies, [ActOn, My Sister’s Closet, Community Clothes Horse, etc.]

Confirm all needs for Participant’s arrival are in place

Insure the operations of the home are running smoothly and promote a familial atmosphere

Necessary Personal Characteristics:

Mature Christian Woman who loves God above all things;

Responsible; Trustworthy; Organized

Qualifications:

- Must have a heart for helping people, but strong enough to disciple and discipline;
- Must have clean background check
- Must have valid NM drivers license
- Must have GED or High School diploma
- Must be computer literate
- Must be able to lift, carry 30-40 pounds, stand, sit, bend, and reach

Salary/Benefits

Salary based on qualifications and experience. Benefits include housing.

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