

Job Title: Correctional Facility Ministry Volunteer

Department: Outreach

Work Location: Akron Correctional Facilities

Reports To: Becca Pavlik

Status: N/A

Classification: N/A

Reaching Above Hopelessness and Brokenness, Inc.

RAHAB Ministries strives to share the hope of Jesus Christ with broken and undervalued women, including survivors of human trafficking.

What You Will Do/Need (Job Summary)

Schedule individual visits with women in the jail weekly or biweekly using their visitation system, as all visits are currently completed online. Come prepared to listen and encourage, meeting the women where they're at.

Responsibilities (Essential Duties and Responsibilities)

Administrative:

- Record who you spoke with/ dates and times that you visited
- Log your volunteer hours after visits
- Take attendance
- Be comfortable using computers and email
- Send brief report to Becca (bpavlik@rahab-ministries.org) after each visit.
- Reach out to our task force representatives if women need further assistance
- Other duties, as assigned

Direct Care:

- Foster a safe and encouraging environment for the women you're visiting
- Intentionally listen well. Make sure the woman knows you are not judging her, but are there to listen & show the love of Jesus
- Offer encouragement through listening and Scripture
- Consistently visit the same women so that relationships are established, and trust is built

Coordination:

- Send updates on who you are visiting each week in email chain to let other volunteers know who else needs visited
- Send prayer requests for women visited in email chain for teammates to be praying

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

- Mature relationship with Christ
- Empathy when it comes to our women. We may not agree with their choices, but we have no idea what's led them to make these.
- Humble, team player with strong integrity
- Punctual
- Trauma informed
- Consistent
- General knowledge of human trafficking field and effects of sexual exploitation
- Strong communication skills, both written and verbal
- Complete Essentials and Specialized trainings prior to starting
- Complete Ministry Safe training
- Complete volunteer paper work
- Must be 21 years of age or older
- Must have a valid Ohio Driver's License
- Must submit and pass a Federal Background check

What Will Make You Special (Preferred Knowledge, Skills, and Abilities)

- Trauma informed
- Previous experience in jail or correctional facility ministry
- Previous experience and knowledge in human trafficking field

Characteristics of the Position (Competencies)

- Seeks to foster a positive and encouraging environment
- Ability to listen well
- Strives to share the Gospel with our women
- Comfortable with meeting women where they're at

Physical Demands and Work Environment

No physical demands

Position Type and Expected Hours of Work

Visits can last up to 60 minutes. Minimum of 2 visits a month, highly encourage weekly visits.

Travel

Local travel to Akron Correctional Facilities

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Employee Acknowledgement

Signature

Date

Printed Name