



Jail and Prison Ministry Role Description for: **Circle Leader**

Providing Help. Creating Hope.

Responsible to: Jail and Prison Ministry Coordinator / Assistant Coordinator

Date Created: February 2015

Role Summary: This position provides support to ex-offenders (circle core members) participating in Drug Court or working to re-enter the community. Through supportive Biweekly meetings the Circle leader will guide the core member and the Circle of Support and Accountability (the Circle/CSA) with identifying, planning and achieving goals in areas that will help them successfully rejoin the community. Key goal areas for each core member are transportation, education/training, employment, finances, and housing. Other goals may be considered based on the needs of the core member. The Circle also provides support in identifying and accessing resources in the community.

Guiding Principles: Catholic Charities is a social service organization in the Archdiocese of Dubuque that responds to persons in need and works to achieve justice in our society. We believe:

- People can recover, reclaim and transform their lives
- All people have unique strengths, talents and skills
- Community provides a key to helping people achieve well-being

Catholic Social teaching is foundation to our work: The values of service, integrity, respect, unity, and stewardship are expected to be demonstrated in all aspects of work.

Role Duties/Tasks:

- Organize and Lead the biweekly Circle meeting with the core member and other circle members to discuss developments, challenges, and work on plans to achieve goals.
- Support the core member in identifying goals and developing plans to achieve them.
- Maintain a current knowledge base of resources in the area.
- Report monthly to the Jail and Prison Ministry Coordinator or Assistant Coordinator on the status of goals and other activities.
- Keep a summary log of interactions with the core member and use that to report monthly to the Jail and Prison Ministry Coordinator or Assistant Coordinator on the status of goals and other activities.

Qualifications:

- Demonstrate an ability to build and maintain meaningful relationships with clients through interpersonal skills, sensitivity, and rapport building skills.
- Commit to volunteering as a Circle Leader for a 6 month period.
- Complete a background check, Mentor and/or Circles of Support and Accountability training provided by Catholic Charities, and Virtus training.
- Be culturally and socioeconomically sensitive with the ability to respect and serve a diverse population of people.
- Possess a valid driver’s license and provide proof on insurance coverage that meets agency requirements.
- When possible have participated as a circle member in a prior circle.

This description may not include all of the duties, knowledge, skills or abilities associated with this position and may be modified as the need arises.

I have reviewed this role description and by signing, acknowledge that I am able to perform the duties as outlined.

Volunteer

Date

Jail and Prison Ministry Coordinator/Assistant Coordinator

Date