



Criminal Justice and Mercy Ministries (CJAMM)
PO Box 1149, Oklahoma City, OK 73101 405-525-3522 or office@cjamm.org

JOB ANNOUNCEMENT

EMPLOYER INFORMATION:

Criminal Justice and Mercy Ministries (CJAMM) is a faith-based, prison re-entry ministry serving Oklahoma for almost 30 years. CJAMM provides services through Exodus Houses in Oklahoma City and Tulsa, Redemption Mission Ministries, and New Day Camp, a summer camp for children with incarcerated parents.

JOB SUMMARY:

Primary responsibility of a Site Director/Case Manager is to maintain an environment that is safe, comfortable and secure for our residents. Manages intake and screening of prospective clients/residents. Interviews prospective clients while still incarcerated. Manages the day-to-day activities for the clients and sponsors.

Function:

Carry out all administrative and program services as outlined by Exodus House directives. Assist clients to identify and address barriers to reentry.

Supervisory: Oversees/supervises Exodus House Facilities Manager, and Parsonage House Manager.

Position: Full-time position with 40 hours per week. Cell phone provided as position has mandatory requirements for living onsite and being on call.

Work Schedule: Salary position based on 40-hour work week. Typically, Sunday through Thursday with evening and weekend appointments/obligations. On call for needs of clients.

JOB REQUIREMENTS:

Living on Exodus House property: Employee must live in apartment provided by employer on Exodus House property.

Minimum Work Experience: Prefer experience working with lots of details, customer service, and multiple projects at one time. Criminal justice and/or incarceration experience, background, education, and/or interest. Prior experience working with and/or exposure to addiction, homeless or underserved populations.

Required Licenses/Certifications: ODMHSAS Training and Seminars or Peer Certification after employment. Facilitator Training Certificates such as *Thinking for a Change & Victims Impact*. DOC badge required within reasonable time after starting position.

Confidentiality: Highest regard for confidential information.

Physical Activity: Large amounts of time sitting. Also requires standing, walking, driving, and lifting office supplies and in-kind donations.

Required Skills: General office experience preferred with use in computers, scanners, and printers, Microsoft office, Excel spreadsheets, and database management. Active with social media on behalf of Exodus House.

Aptitude: Friendly, courteous, outgoing, perceptive, handles conflicts and challenges with ease, flexible, tenacious, and self-starter. Requires limited day-to-day supervision. Strong respect, understanding and practice of safe boundaries. Seasoned in addiction recovery journey, if applicable.

BENEFITS:

Salary of approximately \$29,000 annually. Free apartment and utilities. Pension – 10% of salary after six months of employment. Life Insurance effective on hire date. Health insurance effective at hire date up to \$700/month (must get own insurance and turn in receipt). Sick days, ten days per year accruing at hire date. Vacation days, 10 per year, must be employed at least 90 days before taking vacation day(s).

TO APPLY:

Send email or letter of interest and resume to Criminal Justice and Mercy Ministries (CJAMM), PO Box 1149, Oklahoma City, OK 73101 or office@cjamm.org.