

The National Institute for Criminal Justice Reform (NICJR) is excited to hire a qualified and passionate Intensive Life Coach to join the newly formed Knoxville Peace team!

Organizational Overview

NICJR works to reduce incarceration and violence, improve the outcomes of system-involved youth and adults, and increase the capacity and expertise of organizations that serve these individuals. NICJR also provides technical assistance, training, consultation, research, organizational development, and advocacy in the fields of juvenile and criminal justice, youth development, and violence prevention. NICJR works with an array of organizations, including government agencies, philanthropic foundations, and nonprofit organizations.

Knoxville Peace Overview

Knoxville Peace is a community violence intervention initiative in partnership with Knoxville communities, the Knoxville Mayor's Office, the Office of Community Safety Empowerment (OCSE), and NICJR. It focuses intensive interventions on the small number of individuals who are at the very highest risk of being involved in gun violence. The KP team is led by NICJR, a national expert in violence reduction that has been working in Knoxville for the past three years implementing a citywide [Gun Violence Reduction Strategy](#).

Job Description

KP primarily serves very high-risk young men ages 16–30 who have been identified as being likely to be involved in gun violence. KP's violence intervention team locates and engages these young people and enrolls them into the KP program, where they are paired with a Life Coach. KP's Life Coaches are credible messengers, individuals who have similar lived experiences as the young people they serve. KP Life Coaches have intensive engagement with their participants, developing positive and trusting relationships with them, talking to them every day, and seeing them in person 3–4 times per week. Life Coaches develop detailed Life Plans with each person on their caseload and connect them to needed services.

Intensive Life Coach Duties

The Intensive Life Coach's main responsibility is to help reduce gun violence in Knoxville, TN. Other duties are:

- Conduct outreach in the community to locate individuals identified as very high risk to engage them and enroll them in intensive life coaching services.
- Make immediate contact with each referred participant once assigned by your supervisor. Contact must be made no later than 24 hours after assignment.
- Establish an in-person connection with each new participant within 48 hours of assignment.
- Once contact is established, maintain an initial sole focus on establishing a positive and trusting relationship with each participant. Simply spending in-person time with your participant should be the initial focus.
- Develop a Life Plan (case plan) with each participant.
- Use your positive and trusting relationship with each participant to influence their decision-making in order to improve their outcomes.
- Use Knoxville Peace's incentive program to provide stipends and other incentives to participants to reward their milestone achievements and to support their continued engagement.
- Maintain consistent contact with each participant in compliance with their current life coaching phase.
- Document case notes and participant engagement efforts, update individual case files, and make all required entries into the data management system.
- Attend all mandatory and necessary meetings and trainings, including weekly staff meetings, Case Conferences, and all other meetings.
- Follow all directions, safety protocols, and guidance from your supervisor.

Qualifications

- High school diploma or equivalent; additional education or relevant coursework is a plus
- Prior experience as a life coach or case manager for high-risk populations
- Proficiency in using office software, including Microsoft Word and email programs
- Strong communication skills, both written and verbal
- Proficient organizational and time management abilities
- Attention to detail and the ability to maintain confidentiality when handling sensitive information
- Flexibility and adaptability to handle a variety of tasks and changing priorities
- Commitment to the mission and values of NICJR
- Knowledge and experience with database management systems and/or inputting data is beneficial

Time and Compensation

A competitive compensation and benefits package will be provided to the selected candidate. The salary range for this position is \$42,000 - \$47,000.

Location

This is a full-time, onsite position based in Knoxville, TN.

Apply

Please send a cover letter and resume to info@nicjr.org and include "Knoxville Peace - Intensive Life Coach" in the subject line. Individuals who have been directly impacted by the criminal and juvenile justice systems are encouraged to apply.