

JOB DESCRIPTION
SECOND CHANCE PROGRAM DIRECTOR

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| 1. Little Dixie C.A.A. | 2. Program: Second Chance |
| 3. Reports To: Tri-County Opioid Director | 4. Title: Program Director |
| 5. Grade: Eight | 6. Date: July 2021 |
| 7. Approved By: Rebecca Reynolds  | 8. Status: Exempt |

JOB SUMMARY:

The Program Director will be responsible for overseeing and reporting of day to day activities of the Second Chance Act Program. They will provide leadership for the program, within the agency and community while facilitating feedback to the partners and ensuring that all reporting, data collection, confidentiality, etc. is being adhered to as required. The Program Director will coordinate the activities of the staff, Law Enforcement Agency representatives, Service Providing Partner for the program. The position is employed full-time and dedicated to the program.

DUTIES AND RESPONSIBILITIES:

1. Program Activities
 - a. Develops and maintains strong collaborative partnerships with key stakeholders (local, countywide, and state-wide) and community partners, and coordinates the strategic planning process.
 - b. Oversees the details of each phase of the program. Ensures use of accurate demographic, scientific, statistical and programmatic information.
 - c. Communicates program goals and successes to professionals, decision makers, community leaders, contractors, and the media.
 - d. Attends available conferences and workshops for the development of programs for offenders, and program staff.
 - e. Plans, coordinates, and conducts on-site educational and training activities and provides technical assistance as necessary.
 - f. Performs reporting requirements, coordinates the preparation of project reports and ensures ongoing requirements are met.
 - g. Monitors the grant budget, including the rate of expenditures and compliance with budgeting requirements, including indirect costs, if applicable.
 - h. Coordinates efforts to ensure that data is collected and maintained as required, for program monitoring and evaluation.
 - i. Researches for promising and best practices interventions, and continually develops knowledge involving reentry, criminogenic needs, and recidivism.
 - j. Coordinates and plans training to work within the local law enforcement and correctional facilities.
 - k. Works with BJA technical assistance providers and coaches to facilitate fulfillment of grant requirements, effective implementation of programs, and appropriate use of funds.
 - l. Performs other such duties as may be assigned.

2. Case Management
 - a. Work with participating facilities to screen, assess, and enroll offenders in the program.
 - b. Work with the local county law enforcement, correctional facilities and parole/probation offices to provide services, case management and cognitive behavioral programming.
 - c. Develop/refine comprehensive case management plans that directly address criminogenic risks and needs and implementing support services/linkages to appropriate providers.
 - d. Coordinate, plan, and conduct cognitive behavioral programming.
 - e. Ensure regular contact with partners to identify if participants are re-incarcerated within the 12-month period following their initial release and provide updates on progress.

SUPERVISORY RELATIONSHIP:

The Program Director works under the supervision of the Tri-County Opioid Program Director

QUALIFICATIONS:

- Bachelor's degree in a relevant field, Master's degree preferred or minimum of three years' experience in a management position, volunteer programs, or the social service fields.
- Must have excellent organization and communication skills.
- Must have valid driver's license, valid automobile insurance and own vehicle for use.
- Experience in coordinating and organizing trainings, partnership building, networking with agencies and organizations, and community outreach.
- Experience in community engagement, information dissemination and development of informational materials, presentations, and curricula.
- Experience in data gathering, interpretation and evaluation.
- Strong interpersonal and group presentation communications skills and writing skills.
- Knowledge and experience using social media tools for information dissemination and skills with MS Office and other cloud-based systems.
- Must be willing to travel in and out of area.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Constantly must be able to sit/stand in a stationary position 50% of the time and be able to move about inside the office to access file cabinets, office machinery, etc. as well as ascend/descend steps in and out of vehicles.
- Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently must communicate with staff and others who have inquiries about the program and be able to exchange accurate information in these situations.
- Occasionally must move/carry items weighing up to 30 pounds.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this

is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is **exempt** from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)