



Job Description

Job Title: ReMerge Program Director
Reports to: ReMerge Executive Director
Status: Full time, Exempt
Date: February, 2019

Purpose of this Position:

The ReMerge Program Director will manage the day to day activities of the ReMerge program. ReMerge is a female diversion program blending private and public funding to reduce the rate at which women with children are incarcerated in Oklahoma County.

The Primary Duties Include the Following:

Primary duties include working with the ReMerge community partners to coordinate program components; supervising all program staff; identifying program needs and locating resources to meet those needs; managing the program calendar and organizing activities appropriately; communicating with transportation as needed; and, balancing program components to insure that each of the program requirements are addressed. These include: trauma informed mental health and substance abuse services; criminogenic behavior and thinking; health and wellness; parenting and child education; education and employment; and, budgeting and financial management.

Duties and Responsibilities of this Position:

- Managing the day to day activities of the ReMerge program, coordinating and scheduling all services provided by ReMerge
- Utilizing and monitoring input into Timshel, ReMerge's database, to track data and outcomes and monitor program goals
- Attending staffing meetings with treatment team and ODOC Probation and parole officer to review progress and address any modifications in individual treatment plans
- Lead regularly scheduled staff meetings with ReMerge team
- Collaboration and communication with community partners: NorthCare, Family Builders, Mobile Smiles, Salvation Army, OCARTA, Firststep, COWIB, Legal Aid and others as needs change within the program
- Coordinate kitchen and meal planning activities with Health and Wellness Coordinator
- Work with Resource Development Team to plan and implement program events to maximize public awareness of program and meet program goals
- Work with ReMerge Executive Team to ensure grant requirements are being met and provide grant reports as needed
- Assist Strengthening Families Coordinator in implementing Celebrating Families, Early Childhood Education, and other family needs for participants and their families.

- Maintain confidentiality of all ReMerge participants, including information, records, photographs, social media, etc.
- Manage and keep current release forms to protect privacy of participants

Education and Experience Required:

Master's Degree in program management or business related field preferred with 3 years experience, or Bachelor's degree with 5 years team management experience considered. Other requirements include experience managing and leading a team, criminal justice system and reform, and/or justice reinvestment initiatives.

Experience Required:

Community and collaborative work experience is preferred. Experience organizing and coordinating teamwork to accomplish program goals. Basic office experience, keyboarding skills, proficient in Microsoft Word and Excel. Willingness to learn new skills, flexibility and comfort with ambiguity as program continues to evolve.

Knowledge and Skills to perform this position:

- Knowledge of recovery models of addiction and criminogenic behavior
- Experience using outcome data to make program improvements
- Accurate word processing, data entry, computer and typing skills
- Ability to prioritize tasks in order to meet deadlines
- Excellent organization, documentation and reporting skills
- Excellent verbal, interpersonal, writing and communication skills
- Ability to establish rapport and work well with a variety of personalities, compromising and focusing on the positive
- Ability to maintain a positive attitude toward staff, program recipients, community partners and employers, and collaborative members of the community
- Ability to work in a fast-paced, team environment and motivate others toward achieving goals
- Ability to work independently with strong sense of focus, task-oriented, and clear sense of boundaries.
- Ability to work in a variety of settings with culturally-diverse consumers with the ability to be culturally sensitive and appropriate.
- Ability to legally operate a motor vehicle and provide own transportation.

Electronic Equipment Requirements

- Cell phone and data package is required for this position. Employee must have working cell phone and provide number to supervisor and relevant staff. Data package must be available as needed for work purposes.
- Must be computer literate and proficient in Microsoft Office; must be able to operate standard office equipment

Decision Making Authority: (When must employee consult supervisor?)

Once trained and familiar with the program, the position would require weekly consultation with supervisor.

Supervisory Responsibilities:

This position is responsible for the supervision of the following staff: Strengthening Families Coordinator, Education and Employment Coordinator, and Health and Wellness Coordinator.

Attendance

Ability to comply with the organization's attendance policy as documented in the employee handbook required.

Physical Requirements and Work Environment

In the course of performing this work the staff will spend time sitting, standing, speaking and listening. Must regularly lift and or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Must have the dexterity of hands and fingers to operate a computer keyboard, mouse, and other office equipment. The employee must have the visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the employee to perform the responsibilities and functions of the job efficiently; must be able to hear, speak, and communicate clearly.

The employee will work in a smoke-free office surrounding; noise level is quiet to moderate.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.