

Job Description – Director of Learning and Continuing Care

Job Title: Director of Learning and Continuing Care
Reports to: ReMerge Executive Director
Supervises: Courage Cookies Coordinator; Employment and Education Coordinator; ReMerge volunteers
Status: Full time, Exempt
Date: July 2020

Summary:

The ReMerge Director of Learning and Continuing Care will report to the ReMerge Executive Director and will serve as a key member of the Executive Team who leads the organization's volunteer program, workforce development efforts, and the ReMerge Continuing Care (graduate) program. The Director will work to maintain professional integrity, exemplifying and promoting the mission, vision and values of the organization, as follows:

- **Mission** – *to restore mothers and families through a comprehensive diversion program of treatment, recovery, and hope.*
- **Vision** – *intergenerational cycles of incarceration, addiction, and poverty no longer exist.*
- **Core Values** – *Courage (we celebrate the courage and vulnerability it takes for those involved in the criminal justice system to share personal stories of trials and triumph, seek new opportunities, and create a bright future); Community (with the support from our community of partners, donors, volunteers and staff, we provide individualized, wrap-around care. As a result, we build a resilient and engaged community of women).*

The Primary Duties Include the Following:

This new position requires the ability to work with a wide variety of individuals and organizations, including current participants with histories of trauma, addiction, and criminal activity; graduates who have successfully completed the ReMerge program; local employers; and volunteers who seek to share their time and talents with ReMerge. The Director of Learning and Continuing Care will oversee skills gains and workforce development opportunities for current participants, with the aim of helping them to obtain current employment and establish long-term career plans, as employment continues to be a primary indicator for recidivism. Additionally, the Director will oversee the expansion of the ReMerge Continuing Care program, which seeks to provide continued engagement with our graduates and their families. Finally, the Director will oversee and grow ReMerge's volunteer program. This role provides a great deal of opportunity for a dynamic leader to use his/her/their critical thinking skills and creativity to develop innovative ideas, help them germinate, and build upon ReMerge's already successful program.

Duties and Responsibilities of this Position:

- Serve as a key member of the ReMerge Executive Team, which includes contributing to: staff development, strategic planning and decision-making, annual budget development, organizational risk mitigation, and modeling ReMerge values both internally and externally.
- Manage the ReMerge Continuing Care program. Take advantage of ReMerge's new space to build a vibrant, welcoming community environment for our graduates and their families. Lead the development of family-friendly events and engaging activities for our moms and their children.
- Leverage curiosity and research skills to bring national best-practices and cutting edge approaches to ReMerge's workforce development and continuing care efforts. Assume an

intergenerational approach to strengthening families through workforce and continuing care efforts.

- Design and manage the ReMerge volunteer program, including defining designated volunteer opportunities; volunteer recruitment, onboarding, day-to-day oversight, and follow-up. Create a diverse, deep bench of volunteers who have a strong desire to mentor our participants and spaces and opportunities for joy, healing, growth, and engagement for our moms, graduates, and their families.
- Oversee the development of workforce competencies to be gained by each current participant, related courses and schedules to achieve workforce skill gains, and create workforce skills continuing education opportunities for our graduates and their work eligible children.
- Oversee “fair chance employment” employer recruitment and events as well as job fairs
- Help with the start-up of ReMerge’s new on-the-job training program, Courage Cookies, to ensure that new participants are ready for job-search and have gained basic employment skills. Provide oversight and guidance to ensure the successful implementation of the program.
- Provide direction and coaching to staff
- Work closely and collaboratively with ReMerge’s Program Director to ensure program participants receive high quality training and active support.
- Closely collaborate with the on-site American Job Center representative to create positive workforce outcomes for participants

Education and Experience Required:

Bachelor’s Degree from an accredited college or university. A Master’s Degree is preferred.

Experience Required:

Minimum of seven years of experience with a minimum of two years of experience managing multiple staff members. Nonprofit experience preferred; workforce development knowledge, including knowledge of job search and placement, employability skills development, and workforce curriculum development, is required. Proven experience growing new programs is highly desired. Experience collaborating and working with a variety of community partners, experience and/or knowledge of addiction and recovery, social services, criminal justice system, and/or justice reinvestment initiative preferred.

Knowledge, Skills and Abilities Required:

A minimum of seven years of experience in the following:

- Demonstrated experience in program management
- Significant knowledge and practice of workforce development is a must and personal experience helping high-need participants achieve employment milestones is preferred.
- High degree of empathy and ability to meet participants “where they are” as well as to help them envision “where they could be”
- Ability to create and execute project management plans, set and meet team deadlines, and help staff to execute the organization’s overall vision while understanding their respective roles in achieving team goals.
- Successful experience in working in a leadership position for a non-profit, faith-based or governmental agency that provides counseling, drug treatment, social services or criminal justice services
- Good working knowledge of the Central Oklahoma area.

- Ability to recruit, manage, and motivate volunteers as well as match volunteers' diverse talents with program needs
- Excellent verbal, interpersonal, writing and communication skills
- Ability to engage with program graduates and create diverse programming for graduates and their families which contributes to an overall and ongoing vibrant ReMerge community of support.
- Ability to work in a fast-paced environment and ability to prioritize tasks and duties for self and others
- Ability to work in a variety of settings with culturally diverse individuals with the ability to be culturally sensitive and appropriate.
- A current driver's license, provide own transportation and insurance on motor vehicle in accordance with state law and agency requirements.