



DamascusWay

The Road To Freedom

PROGRAM DIRECTOR

Job Description

Core Responsibilities:

The Program Directors primary responsibilities include; creating, implementing and managing evidence-based programming in relationship to the three focus areas of Damascus Way; Housing, Employment to Career Pathways, and developing Healthy Community Connections for men coming out of incarceration. The Program Director will also be responsible for overseeing the daily coordination and staffing providing those services in compliance to all contractual arrangements.


The Program Director will work in collaboration with the Site Director and will report directly to the Associate Director of Programming and Clinical Services.

Detailed Responsibilities:

- Master and convey the mission, vision, and values of Damascus Way
- Providing coaching, mentoring, and spiritual leadership to the staff and stakeholders
- Creating, implementing, and managing evidence-based programming
- Setting and managing weekly staffing and scheduling
- Recruiting, hiring, evaluating, and conducting performance evaluations of staff
- Weekly one-on-one reflective supervision with Reentry Coordinators
- Reviewing cases weekly and upon closure
- Managing and reporting outcome data
- Researching, writing and reporting on grants and other funding opportunities
- Reporting on annual budget
- Create and maintain a strong relationship with the Department of Corrections, County Agents and other relevant staff
- Maintain current and a working knowledge of the Department of Corrections System, relevant laws, policies and regulations regarding reporting requirements, data practices, and resident's rights.
- Collaborate with other key staff to maintain necessary licenses and other permits related to residential programming
- Identify and successfully complete relevant trainings, certifications and ongoing education
- Maintain work flexibility to accommodate staff and residents living in a 24-hour housing arrangement
- Other duties as assigned by the Associate Director of Programming and Clinical Services
- Agree with and adhere to Transform Minnesota's Statement of Faith, Core Values and Code of Conduct

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