



# DamascusWay

The Road To Freedom

## Associate Director of Reentry Services Job Description

### Summary

The Associate Director of Reentry Services has accountability for staff, programs and services provided in the Rochester area. Daily responsibilities include, but are not limited to; (1) ensuring staff are well trained and are carrying out their duties as assigned with excellence and integrity; (2) ensuring the facilities are well maintained, supplies are stocked, and the facility is compliant with all codes and requirements; (3) meeting with leadership to ensure the facility and its staff are executing the current vision of the organization, and to keep leadership updated on all matters internally and externally to the organization. The ideal candidate will have CPRS certification and strong knowledge of peer recovery services. The Associate Director of Reentry Services reports to the Southern Minnesota Director.

### Program Development & Execution:

- Implement and maintain client focused reentry/transformational services that upholds highest standards.
- Implement and maintain peer services programming ensuring all residents are enrolled and participating.
- Complete health (physical/mental), finance/restitution, child support, education, employment, housing, spiritual and criminal history assessments.
- Oversee the medication management policy and procedures at all Rochester facilities. Train and supervise all staff in medication management policy and procedures.
- Manage and supervise Damascus Way UA/BA program at all Rochester Facilities. Train and supervise all staff in UA/BA policy and procedures.
- Perform other duties as assigned by the Southern Minnesota Director

### Leadership:

- Provide thought leadership, listen attentively, maintain big picture while understanding detail. Lead team meetings, discussions, and activities.
- Empower, coach, mentor, and support all staff and volunteers.
- Ensure all activities are conducted consistently and ethically.
- Maintain networks that our residents may benefit from, i.e. employment, community engagement, personal development, stable housing. Build good rapport and healthy, encouraging relationships with all staff and residents.
- Manage emergency response plans and conduct drills as required.

### Contractual Relationships:

- Ensure all contracts are fulfilled at or above expectations, and with integrity.
- Maintain contractual agreements to grow Damascus Way Reentry Services.
- Lead and ensure fulfillment of pertinent resident development i.e. Life Transformation Plans, include gainful employment, community engagement, long-term sustainable housing.



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## Supervision & Management:

- Ensure adherence to policies and procedures, oversee, and manage use of all technology by staff and residents.
- Provide supervision and oversight of all aspects of Services offered. Specifically, case notes and all billable hours
- Maintain work flexibility to accommodate residents living in a 24-hour care facility including evenings, holidays, weekends, and overnights as needed to meet the residents and organizational needs.

## Administration:

- Update and maintain operations manuals, procedures, and processes in collaboration with Southern Minnesota Director
- Build and maintain reports for data gathering, analysis, and outcome assessments to evaluate and demonstrate the effectiveness of all programming.
- Understand, maintain and report on budgets with Southern Minnesota Director
- Close adherence to all Damascus Way/Transform MN financial standards and policies.
- Perform other duties as assigned by Southern Minnesota Director.

## Education and Experience

- 2-year degree or equal job experience in Human Service or Business Administration.
- Minimum of 3 years' experience in management/leadership role.

## Qualifications

- No less than one year of documented freedom from harmful chemical use and probation.
- Excellence in leadership skills, and documented experience in staff management.
- Experience collaborating with people in re-entry and/or recovery.
- Excellent organizational skills.
- Excellent written and verbal communication skills with both internal and external parties.
- Ability to work without direct supervision, to make decisions on the spot that will adhere to the mission and values of Damascus Way, and to conduct assigned tasks with integrity.
- Understand and adhere to Damascus Way's program, facility, and staff policies.
- Agree with and adhere to Transforms Minnesota's Statement of Faith, Core Values and Code of Conduct.