



Associate Director of Women and Family Services

Summary

The Associate Director of Women and Family Services holds an important role in the transformational work to assist individuals in Scott County on the journey from incarceration, substance use, and/or homelessness. This position requires a highly motivated self-starter who has a passion for empowering vulnerable populations, particularly women and families, by providing trauma-informed support, fostering resilience, and promoting long-term recovery and stability.

HOURS: Full-time, 40 hours/week

PAY RATE: \$25.00 - \$28.00/hour, depending on qualifications

BENEFITS: Medical, Dental, HSA, Life Insurance, Long-Term Disability, PTO, Holiday Pay, 403b Retirement Account, Voluntary benefits

Program Development & Execution:

- Advocate and maintain person-focused services with multigenerational impact.
- Coordinate and provide transportation for residents.
- Facilitate Destiny Women's programming for the community and in the local jail.
- Execute Peer Recovery Support services.
- Administer Urine and Breath Analysis.
- Perform other work-related duties as assigned by the Senior Director of Community Transformation.

Leadership:

- Empower, coach, mentor, and support all staff and volunteers.
- Ensure all activities are conducted consistently and ethically.
- Maintain networks that benefit participants, 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 safety drills as required.

Resident Support Services

- Execute Peer Recovery Services programming according to MARCO standards. Specifically, case notes and resident transformation plans.
- Complete health (physical/mental), finance/restitution, child support, education, employment, housing, spiritual and justice and substance use history assessments.
- Oversee the medication management policy and procedures.
- Maintain work flexibility to accommodate residents living in the Scott County home including evenings, holidays, and weekends, as needed to meet the residents and organizational needs.



Supervision & Management:

- Ensure adherence to policies and procedures.
- Oversee, and manage the use of all technology by staff and residents.
- Provide supervision and oversight of all programming aspects, specifically, case notes for billable services.

Administration:

- Update and maintain operations manuals, procedures, and processes in collaboration with Scott County Senior 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 Scott County Senior Director.
- Maintain close adherence to all Damascus Way/Transform MN financial standards and policies.
- Perform other work-related duties as assigned by Scott County Senior Director.

Education and Experience

- College Degree in Social Work or Human Services is preferred.
- Minimum of 3 years working experience with individuals having various life barriers.
- Lived experience with recovery in substance use and or justice involvement.
- CPRS trained and certified within six months of hire.

Qualifications

- No less than one year of documented freedom from harmful chemical use and probation.
- Experience in collaborating with people in re-entry and/or recovery.
- Excellent organizational skills.
- 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.