

## **Associate Director of Transformation Services – Men's Housing Program, Scott County**

### **Summary:**

The Associate Director of Transformation Services, Scott County holds an important role in the transformational work to assist individuals on the journey from incarceration, substance use, and/or homelessness. The position requires a highly motivated self-starter with a passion to assist individuals for life transformation.

**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 and Execution:**

- Execute and maintain person-focused services with multi-generational impact.
- Coordinate and provide transportation for residents.
- Facilitate Destiny Dads Fatherhood support community and jail programming.
- Provide direct services focused on reentry, substance use, and father and family systems.
- Conduct Urine and Breath Analysis.
- Perform other work-related duties as assigned by the Director of Transformation Services.

### **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, and stable housing.
- Build good rapport along with healthy and 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 including case notes and resident transformational plans.
- Complete health (physical/mental), finance/restitution, child support, education, employment, housing, spiritual, justice, and substance use history assessments.
- Oversee the medication management policies and procedures.
- Maintain work flexibility to accommodate residents living in Scott County including evenings, holidays, and weekends as needed to meet the resident and organizational needs.



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## 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 aspects of all services offered. Specifically, case notes, and billable service hours.

## Administration:

- Update and maintain operational 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.
- Ensure close adherence to Damascus Way/Transform Minnesota's financial standards and policies.
- Perform other work-related duties assigned by the Senior Director of Transformation Services.

## Experience:

- College Degree in Social Work or Human Services is preferred.
- Minimum of 3 years' experience working with individuals having various life barriers.
- Lived experience with recovery 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 with 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, facilities, and staff policies.
- Agree with and adhere to Transform Minnesota's Statement of Faith, Core Values, and Code of Conduct.