



Job Title: Director of Programming

Status: Full Time, Exempt (40 hours)

MISSION STATEMENT: As followers of Christ, we empower currently and recently incarcerated women to achieve lasting, positive change through programming and personalized mental, emotional, physical, and spiritual support.

VISION STATEMENT: *Changed Choices* exists so that women who have experienced incarceration lead restored lives marked by healthy decisions, self-sufficiency, and contribution to their communities.

ORGANIZATIONAL VALUES:

As followers of Jesus Christ, we endeavor to operate with:

- **INTEGRITY**
We are honest in all of our dealings and steward the resources the Lord has entrusted to us.
- **COMMUNITY**
We work collaboratively, internally and externally, building healthy cultures to achieve our mission.
- **RESTORATION**
We quickly seek to reconcile with others and model second chances.
- **RESPONSIBILITY**
We take personal responsibility for our actions and follow through on our commitments.
- **PRODUCTIVITY**
We perform our respective roles with a drive to achieve results that advance the shared mission and vision of our organization.
- **AFFIRMATION**
We celebrate each other's success and value, recognizing we are all created in God's image.

PURPOSE STATEMENT: The *Director of Programming* serves in a manner that represents the *Changed Choices* mission, vision, and values. This key management position provides leadership and direction for the programs and services for *Changed Choices* clients from arrest through re-entry, supervise the program staff, and Ruth Snyder Home (RSH) Manager. The Director of Programming is also responsible for overseeing the RSH client-related programs and services.

REPORTING RELATIONSHIPS: Reports to the *Executive Director/CEO*; supervises the Program Staff and the Ruth Snyder Home Manager; and works cooperatively and collaboratively with the entire *Changed Choices* team.

MAJOR RESPONSIBILITIES:

1. Leadership for the Programs Team and RSH Manager

- a. Provide leadership and coaching to the Program Staff (Coaching Team) and RSH Manager
- b. Provide performance management feedback for Program Staff and assign job responsibilities to Program Staff
- c. Ensure key client and family-related events are planned and executed

2. Program Development & Effectiveness

- a. Establish and maintain effective relationships within the judicial system (jail/state/federal prison) and community agencies that directly impact the successful implementation of *Changed Choices* Programs and Services.
- b. Develop Family Care Component - oversee the development of programming and services for Caregivers and client children.
- c. Collect, maintain and report key metrics for grants and communications.
- d. Partner with the Board Program Committee to execute a cadence of rigorous program evaluation

3. Client Admissions Process

- a. Coordinate the admissions process and facilitate the Admissions Committee meeting
- b. Screen, evaluate, and recommend prospective clients for consideration and assign newly accepted clients to a Change Coach.
- c. Coordinate with the Volunteer Coordinator to pair new clients with Pen Pal and Bible Study partner
- d. Maintain a census of 35-45 Pre-Release clients

4. Ongoing Pre-Release Support

- a. Coach a small client caseload (4-6 Pre-Release and Re-Entry clients)
- b. Provide personalized program and service support, encouragement, and guidance from the point of acceptance through Re-Entry to Graduation.
- c. Onboard newly assigned clients
- d. Develop a personalized client Vision Plan for each assigned client
- e. Maintain communication and coaching through program curriculum process
- f. Shepherd women in decision and lifestyle choices that reflect *Changed Choices* client expectations and demonstrate their personal growth
- g. Assist client in selecting a partnering church to engage in church community upon release
- h. Work with the selected church to identify a church mentor and to prepare for the woman's welcome home.
- i. Assist the client in determining what her immediate needs will be upon release. Help schedule appropriate appointments in advance of her release.
- j. Ensure that every client has a written Vision Plan upon release.
- k. Arrange transportation home if needed.
- l. Provide oversight to the stipend process

5. On-going Re-Entry Support

- a. Coach a small client caseload (4-6 Pre-Release and Re-Entry clients)
- b. Provide individualized Re-Entry support for each assigned client.
- c. Meet with clients on a regular basis to provide coaching, and review progress

- d. Assess client needs and all applicable resources and provide referrals as needed.
- 6. Administrative Duties**
- a. Keep accurate records and enter appropriate data in Salesforce. Assist Administrative Staff by providing timely, accurate information for grants and decision-making.
 - b. Prepare and share Staff Performance evaluations (no less than annually)
 - c. Participate in annual Budget preparation – manage program costs and expenditures
 - d. Maintain active engagement with Church and Community partners – take opportunities to speak and share about the *Changed Choices* Ministry.
 - e. Train, engage and support program and/or client-related volunteers
 - f. Maintain a high degree of communication within the entire staff
 - g. Determine RSH housing availability and client acceptance to the home.
 - h. Establish and enforce home policies and procedures.
 - i. Oversee the program-related client functions in the Ruth Snyder Home. Work cooperatively with the RSH Manager and the Director of Operations.
- 7. Other duties as assigned by the Executive Director/CEO**

REQUIREMENTS:

1. The successful candidate must have a commitment to *Changed Choices*' mission as a follower of Christ to empower currently and recently incarcerated women to achieve lasting, positive change through programming and personalized mental, emotional, physical and spiritual support.
2. Personal experience in the judicial system strongly preferred
3. Educational or professional background in human services, substance abuse, case management, Christian or Biblical counseling, mental health or the equivalent preferred with three or more years of managerial experience.
4. A good listener, highly relational with strong interpersonal skills and the ability to quickly connect with people from diverse backgrounds—religious, socioeconomic, cultural, ethnic, educational and social.
5. Possess the ability, and discernment to perceive real needs and to provide support and resources.
6. Equally comfortable in a collaborative team environment and as an independent self-motivator.
7. Strong computer/technology aptitude necessary. Workable knowledge of Google and MS Office. Experience with Salesforce is a plus.
8. Strong written and verbal communication skills; organizational and time management, delegation and follow-up skills.
9. Flexible and comfortable with change, often required in a non-profit organization.

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