



WOMEN'S TRANSITIONAL LIVING

Job Title: Program Director

Date Posted: 09/01/2021

Job Type: Full-Time

Application Process: Resume, cover letter and application to passagesliving@gmail.com

ABOUT PASSAGES

Initiated in 2008, Passages is a nonprofit, faith-based, residential re-entry program that guides and supports women as they transition from incarceration or homelessness into positive sustainable life patterns. The women accepted to the program come from the South Dakota Women's Prison, the Pennington County Jail, Pennington County Drug Court program, treatment centers and the CornerStone Mission. For the faith-based program, there is a Statement of Faith that all the staff and volunteers work under so that there is unity in the ministry.

JOB DESCRIPTION

The Passages Program Director is responsible for the day-to-day operation of the Passages program, oversees the staff responsible for program participant coordination, develops and implements program materials, and provides input for program and operational budget to the Executive Director. The Program Director reports directly to the Executive Director. The Program Director has control of the program within the parameters of the budget, program policies and rules.

Responsibilities include but not limited to:

- Community & Agency/Resource Networking
- Applicant interview, acceptance, and orientation process
- Participants' file review
- Supervision of Volunteer Coordinator for volunteers working with participants
- Drug and Alcohol screening process
- House security process
- Approval of program advancement for participants
- Approval of residents to move to non-resident program status
- Supervise program fee payment
- Creation of individual participant program plans
- Oversight of gift-in-kind donations
- Supervision of petty cash
- Communication with parole, probation, medical, and outsourcing of services
- Monthly Affirmation Celebrations