

Job Description
Great Falls Pre-Release Services, Inc.

<u>Position:</u>	Program Manager	<u>Job Classification:</u>	Exempt
<u>Reports To:</u>	Treatment Services Director		
<u>Supervises:</u>	Correctional Treatment Specialists (East Campus), Federal Case Managers, Veteran Re-entry Correctional Treatment Specialist, Veteran Re-entry Program Specialist, Employment Placement Specialist, Federal Accountability Monitor and East Campus operations.		
<u>Position Scope:</u>	70 – 100 Staff Members located throughout 3 buildings on the Great Falls Pre-Release Campus. Up to 250 Residents participating in a Residential Re-Entry Program.		

Position Summary:

The Great Falls Pre-Release Center is a non-profit Community Corrections worksite consisting of three Counseling campuses. The campuses are minimum security and residential in nature, housing closely screened and selected for program acceptance, adult male and female felon offenders during their structured transition program for re-entry into the community. The Centers also operate a Jail Alternative program for adult male/female clients and a Community Service program involving adjudicated males and females.

Oversee day to day operations of the East Campus. Provide oversight of state and federal contract compliance as it relates to program delivery, policy implementation and reporting. Provide general oversight related to support services as well as compliance with security measures. Conduct and lead investigations and primary oversight of all Prison Rape Elimination Act (PREA) grievances.

Key Responsibilities and Duties:

1. Ongoing evaluation and intervention of treatment program plan as necessary in support of case management staff. Provide policy/procedure training to all staff as delegated and directed by Treatment Services Director.
2. Assure satisfactory completion of assessments on incoming and departing state residents. Provide regular reporting to Treatment Services Director on matters associated with treatment delivery and/or deficiencies.
3. Serve as Center PREA Coordinator to be primary contact person for all PREA complaints and grievances. Oversee all PREA investigations and make final determinations regarding resolution of complaints within PREA guidelines and protocols.
4. Participate in weekly meetings with management staff. Complete plans and reports as requested by Treatment Services Director (monthly progress reports, parole plan review reports and termination reports among others that may be assigned.) Report East Campus physical plant concerns or recognized equipment issues to Facility Services Director.
5. Provide in-service training to staff relating to annual training, policy development, program implementation, and procedural activities. Develops or assist in development of program/treatment modalities or modifications to existing program delivery. Work closely with Compliance Officer Supervisor to insure uniformity of policy interpretation and implementation.
6. Serve on judicial panels to mediate house rule violations and correct maladaptive behavior. Mediate resident advancement through the phase system. Mediate disputes/conflicts between residents/residents – residents/staff.

7. Assist in oversight of quality control program. Oversee continual evolution, and responsibility for associated quality assurance plan. Oversee Center functions during Executive Director and Treatment Services Director absences.
8. Co-sign East Campus resident community passes. Review weekly draws (budgets) and assure receipt to the administrative office each Wednesday.
9. Perform additional duties as assigned by Executive Director or Treatment Services Director.

Qualifications and Skills:

- Bachelor's Degree in social work, sociology, psychology or other social science or related field.
- Three years' experience in work involving general human services programs for adult public or two years' experience in work involving human services programs for adult felons. Work experience in a residential facility is preferred as is experience in working with ex-offenders.
- Thorough knowledge of supervisory techniques, management skills and interpersonal relations.
- Problem-solving knowledge and time management skills
- Effective verbal and written communication, and presentation and relationship development. Good organizational and time management skills.
- Demonstrated ability in treatment program development.

Revised:

June 2020 – Dan McLaughlin

Approved: