

Great Falls Pre-Release Services offers a competitive, comprehensive benefit package that includes a major medical and dental health plan. GFPRS currently pays 80% of the premiums for both the health and dental plans.

Interested applicants should complete an on-line application at:

<https://gfprc.org/careers/>

Because Great Falls Pre-Release Services is a 501c3 Non-Profit, some student loans may qualify for forgiveness under the Public Service Loan Forgiveness Program. For more information, please refer to the link below.

<https://www.forgetstudentloandebt.com/student-loan-relief-programs/non-profit-student-loan-forgiveness/>

Salary:

Start - \$61,042 (reviewed after successful completion of probation period)

Job Description

Great Falls Pre-Release Services, Inc.

Position: Treatment Services Director **Job Classification:** Exempt

Reports To: Executive Director

Supervises: **Directly:** Program Manager, Screening/Hearings Officer, Correctional Treatment Specialists (West Campus and Women’s Center), Education Coordinator, Support Specialist, Community Assistance Coordinator, Job Developer, Community Service Coordinator, Registered Nurse, Licensed Clinical Professional Counselor, Licensed Addiction Counselor.

Position Scope: 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.

Under the direction of the Executive Director and Board of Directors the Treatment Services Director will carry out the overall mandate of operating a Community Based Residential Re-Entry Center. The Treatment Services Director is to assist the Executive Director in carrying out the overall treatment program and act as second in command. Some travel may be required.

Key Responsibilities and Duties:

1. Regularly meet with Executive Director to coordinate, inform and update on all relevant activities of the Center. At the direction of the Executive Director, provide monthly treatment summary reports for presentation at Board of Director's meetings.
2. Participate in monthly Board Committee meetings and contribute agenda items for those meetings. Assist in the preparation of the annual report to the Board of Directors. Assist Executive Director in developing, coordinating and writing grants.

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3. Assist Executive Director in formulating/meeting budgetary processes. Possess a working knowledge of Center budget to incorporate in program planning. Prepare and fully capable to serve as Executive Director in the latter's absence.
4. Insure compliance of case files in accordance with State and Federal regulations. Insure program conformity in terms of prison, Board of Pardons or court ordered mandates. Assign all new Residents to appropriate Correctional Treatment Services staff. Responsible to insure Pre-Release Center meets contract guidelines for Treatment Services and attend meetings as necessary.
5. Chairs Local Screening Committee and provides committee members with appropriate screening information. Provides oversight to the screening of applicants for the center and acts as primary point of contact for referral sources. Coordinates screening responsibilities with Screening/Hearings Officer to ensure efficient operation of the screening process.
6. Assist in the hiring procedures of new staff. Responsible for supervising work and arranging on-going training of all Correctional Treatment Specialists and residents assigned.
7. Conduct weekly meetings with treatment staff and provide Executive Director with minutes of those meetings as requested. Coordinate agenda for monthly Program Committee meetings and act as primary facilitator at these meetings. Responsible for approving and insuring agenda for monthly Resident meeting. With Executive Director, develop content of staff meetings.
8. Review and approve all reports pertaining to residents. Provide oversight of resident expenditures and financial obligations.
9. Develop or assist in facilitation of development of expanding Center programming for Residents. Coordinate activities of outside agency program presentations and educational development of Residents. Participate in public relations activities as needed in an ongoing effort to educate the public regarding the Great Falls Pre-Release Services.
10. Perform additional duties as assigned.

Qualifications and Skills:

- Bachelor or Master's Degree in behavioral science.
- Three years progressive responsibility in a supervisory/managerial position.
- Experience as a Correctional Treatment Specialist (CTS) or supervisor working with adult ex-offender's in a Group Home environment or Correctional Center preferred.
- Strong technique and abilities in interpersonal relations with a mature, empathetic personality.
- Must possess a positive approach toward problem-solving; crisis management abilities.
- Skills in diplomacy as necessary for establishing/maintaining effective working relationships within and outside the agency.
- Effective verbal and written communication, and presentation and relationship development. Good organizational and time management skills.
- Demonstrated ability in treatment program development.