



HOPE FOR PRISONERS JOB DESCRIPTION

Job Title	Reentry Supervisor	Position Type	Fulltime
Funding	Grant Funding / General Funds	Travel	Yes (local)
Level/ Salary Range	\$46,000 - \$50,000	Date Approved:	8/6/2019
Reports To	Program Manager		

Mission

At Hope for Prisoners we help formerly incarcerated men and women successfully rejoin the workforce, their families, and our community.

Duties and Responsibilities

The Reentry Supervisor serves as the designated point person responsible for overseeing Hope for Prisoners' pre- and post-release programming for detention facilities in Clark County, NV. The position is responsible for daily program operations, oversight, and leadership, ensuring that service delivery is aligned with the program model and funding parameters.

- Performs duties related to planning, implementing, directing and coordinating the operations of the program.
- Works directly with incarcerated persons inside of detention facilities, performing assessments and coordinating services.
- Supervises, trains, assigns work to, and evaluates the performance of assigned staff.
- Coordinates programming in collaboration with detention facility staff.
- Maintains and develops policies and procedures for staff.
- Ensures timely data entry and prepares reports. Assists with tracking and reporting measurable goals for the programs.
- Manages partnerships with vendors and community partners related to grant management.
- Prepares program reports for submission and monitor data collection.
- Monitors service delivery and makes recommendations for continuous improvement.
- Assists with the recruitment and intake of new program participants.
- Supports and guides staff on a multi-systemic approach to case management focused on successful transition from custody to the community.
- Communicates with grant administrators to maintain compliance and adapt/respond to grant requirements.
- Represents HOPE for Prisoners at meetings and events.
- Operates a variety of office equipment, to include computers and associated software.

Education:

Minimum of a bachelor's degree in Criminal Justice, Social Work, Psychology or related field. Master's degree preferred. Three years direct work experience or industry certification may be substituted for education.

Experience:

- Three or more years supervisory or management experience.
- Two or more years previous experience working in a reentry program.
- Proven familiarity with the adult prisoner reentry landscape in Clark County and knowledge of detention facilities and their resident populations.

- Proven ability to prepare grant reports and other correspondence required by funders.
- Proven ability to develop and monitor program budgets.

Knowledge, Skills and Abilities:

- Knowledge of best practices in prisoner reentry/reintegration services.
- Excellent written and verbal communication skills.
- Skilled at establishing and maintaining effective work relationships with staff, coworkers and the public.
- Collaborative problem solving.
- Using discretion and judgement with confidential materials and information.
- Providing services based upon prescribed policies and procedures.
- Ability to represent the organization well with detention center populations.
- Ability to work independently and to lead a team in a satellite office.
- Strong leadership, organizational and analytical skills.
- Ability to manage time efficiently and meet deadlines.
- Demonstrated knowledge and ability to work independently and as a team member.
- Computer literate, competent with the G Suite and Microsoft Office.
- Must possess and maintain a valid Class C Driver's License at the time of appointment

Hope for Prisoners is a 501(c)(3) nonprofit; employees with student loans may qualify for Federal Student Loan Forgiveness if they meet the requirements of the U.S. Department of Education.

PHYSICAL ABILITIES & WORK ENVIRONMENT

The physical demands described below are representative of those that must be met by an employee to successfully perform essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and functions of the position. The list below of minimum essential functions is illustrative of the minimums only and is not a comprehensive listing of all functions and tasks performed.

- Ability to lift and move boxes up to 40 pounds.
- Ability to sit at a computer for prolonged periods of time.
- Ability to work in a typical office environment.
- Flexible schedule required, occasional nights and weekends.
- Ability to tolerate stress.
- While performing the duties of this job, the employee is regularly required to speak and interpret verbal communication.
- Ability to conduct tasks and successfully perform under critical deadlines.
- Manual dexterity to operate office equipment and examine documents, records and files.

This job description is intended to describe the general nature and level of work expected of this position. The description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the position.

HFP is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.