

Sisseton-Wahpeton Oyate

Job Description

Job Title: SWO Second Chance Reentry Initiative Program Manager

Reports To: Tribal Chairman

Purpose:

The **SWO Second Chance Reentry Initiative** Program Manager is an experienced leader who develops community partnerships, designs policies and procedures, facilitates skill building training, and performs tasks aimed the successful reentry of formerly incarcerated individuals into the community. The Reentry Program Manager will supervise and assist in developing job employment assistance, education, mental health and substance abuse treatment services for individuals participating in the reentry program

The Program Manager shall be supervised by the Tribal Chairman and is subject to the internal control procedures of that executive component. Under the direction of the Tribal Chairman and in accordance with the established organizational chart of the **SWO Second Chance Reentry Initiative** Program Manager is delegated the discretionary authority to execute and carry out all activities as outlined in the outlined in the appended funding proposal and in accordance with all applicable policies and procedures of the Sisseton-Wahpeton Oyate Tribe.

Job Location and Equipment Utilized:

The home base for the Program Manager will be the **SWO Second Chance Reentry Initiative** Program offices. However, the Program Manager will work in the community, assisting with recruiting mentors for the mentoring program and making presentations about the SWO Reentry Program to the community. The Program Manager will utilize the Reentry Program vehicle. The Program Manager will also use telephones, audio-visual equipment, Case Plan Management software and standard office equipment, including personal computers, printers, copiers, Faxes, and LCD projectors.

Required skills and abilities

- Experience, confidence and a comfort level in working with ex-prisoners
- Four-year degree in criminal justice or related field
- Interpersonal skills, including an ability to get along with people of diverse backgrounds and the expertise to help mentors solve relationship and other problems as they arise.
- Public speaking experience and skills
- Ability to draft and publish documents such as policies and procedures and

community guides

- Ability to seek and write grants
- Excellent organizational skills
- Experience in counseling or social services preferred
- Experience with mentoring programs
- Familiarity with data collection and the use of spreadsheets
- Must attend mandatory grantee meeting once yearly
- Must be able to work outside of normal work hours for mentor group meetings and group mental health sessions.

Responsibilities:

1. Develop Policies and Procedures Manual for the **SWO Second Chance Reentry Initiative**, including eligibility requirements and confidentiality policies
2. Screen potential staff positions and participate in hiring process
3. Make public presentations to provide information about the reentry program
4. Develop strategies to encourage participants to complete the reentry program
5. Manage all grant activities and supervise staff
6. Write and submit all reports and respond to all reporting requirements by either the funding agency or the Tribe.
7. Facilitate all Reentry Workgroup meetings
8. Manage all fiscal reports
9. Collect and enter data regarding the reentry program
10. Evaluate the effectiveness of the reentry program
11. Facilitate delivery of evidence-based curriculum
12. Work closely with other staff to assure the success of program
13. Ability to communicate effectively, both orally and in writing, with Tribal, Federal, and State officials, committees, boards, commissions, coalitions, work groups, and other venues.
14. Knowledge of the interrelationships and interdependencies among various programs and services and how to effectively network within Tribal Government structures.
15. Ability to learn new and emerging concepts and then incorporate/apply them in program planning and implementation.
16. Ability to work in a supportive, respectful, confidential, non-judgmental, and therapeutic manner with all *people (health agencies, institutions of higher education, program participants, Tribal members, members of boards, committees, and teams, and co-workers)* from varied cultural, economic, age groups, and educational backgrounds in a variety of settings.

Approved _____



Date _____

3/3/23