

BRISTOL BAY NATIVE ASSOCIATION
POSITION DESCRIPTION

POSITION TITLE: Program Manager; Reentry Program

OBJECTIVE: Develop, implement, and manage a broad range of culturally based services which assist individuals who are transitioning from correctional institutions. This position will provide fiscal management as well as grant writing to secure funds for development and sustainability of the program. Program design will be based on research, collaboration, and facilitation of the region-wide Bristol Bay Reentry Task Force concerned with reducing recidivism, improving public safety, and improving outcomes for citizens returning to the Bristol Bay region following incarceration.

QUALIFICATIONS: Job qualifications are stated below as Essential Job Results and candidates must demonstrate the ability to accomplish these job results. Advanced related education and or work experience. Experience should reflect excellent communication and presentation skills, self-motivation, and the ability to develop strong collaborative relationships with Tribes, Federal, State and local agencies, service providers and colleagues. Successful grant writing and budget management experience. Must be proficient in computer word processing and data base programs. Knowledge of Federal Indian/Alaska Native law including the Tribal Law and Order Act, Tribal Law of 2010, and other federal and state statutes, regulations, policies, and procedures enabling prisoner reentry initiatives and criminal justice system reform. Ability to engage stakeholders and facilitate Bristol Bay Reentry Task Force functions. Ability to oversee research projects and apply results into programming, development of procedures, and fiscal management. Ability to perform overall program management responsibility with limited supervision. Familiarity with Bristol Bay area, people, and cultures is highly preferred.

ESSENTIAL JOB RESULTS

ACHIEVES PROGRAM GOALS AND OBJECTIVES

by

1. Developing a knowledge of program and departmental goals and objectives, contractual obligations, and BBNA's internal policies and procedures.
2. Collecting base-line data regarding incarceration and recidivism rates for offenders sentenced by the state courts located in the Bristol Bay region.
3. Reviewing Evidence Based Practices, policies and procedures being utilized in mainstream reentry programs.
4. Collecting information for identifying and targeting future reentry clients, assessing and analyzing their needs, and planning services responsive to those needs.
5. Collecting information about culture-based programming and practices being utilized in reentry and substance abuse programs with Alaska Native/American Indians client populations and incorporating culture-based programming and practices into the design of the reentry program while under development.
6. Updating the Bristol Bay Comprehensive Community Reentry Plan and Bristol Bay Reentry Task Force Operational Guidelines using the combination of research results, Bristol Bay Reentry Task Force work, and collaboration with related agencies.
7. Developing/drafting the Reentry Program's internal policies and procedures. Collaborate with the Alaska Department of Corrections in developing model reentry policy & procedures to ensure the unique needs of citizens returning to rural Alaska are incorporated.

ACCOMPLISHES SUPERVISION AND STAFF RESULTS

by

1. Ensuring the presence of well-trained, qualified staff.
2. Delegating tasks with emphasis on opportunity for growth and efficiency.
3. Helping staff understand the reasons behind their job duties, and how to ensure accountability for their efforts.
4. Initiating and giving ongoing feedback about performance.
5. Modeling professional teamwork and promoting the importance of team productivity.
6. Motivating staff towards excellence.
7. Maintaining a schedule of regular communications and meetings with staff.

PROVIDE FISCAL MANAGEMENT

by

1. Understanding and carrying out responsibilities under funding agreements.
2. Identifying new potential funding sources and preparing grant proposals.
3. Administering the budgetary obligations.
4. Producing timely, accurate reports to funding agencies.

BUILD COMMUNITY AND PARTNER RELATIONSHIPS

by

1. Raising awareness and engaging stakeholders in dialogue regarding the impact of high incarceration and recidivism rates on families, communities, children, youth, and cultures in the Bristol Bay region.
2. Facilitating the Bristol Bay Reentry Task Force, the region-wide reentry coalition, which includes elected officials from tribal, state and local governments, industry and corporate leaders, key stakeholders, regional partners, law enforcement, justice system and judicial agencies, and service providers.
3. Promote cooperation, communications, collaboration, coordination and partnerships to advance and unify reentry efforts throughout Bristol Bay.

KEEPS MANAGEMENT INFORMED

by

1. Ensuring the Division Manager is informed of any changes or programmatic issues which may impact service delivery.
2. Assisting with developing written detailed program goals and objectives, as well as, preparation of required reports.
3. Providing monthly reports on program activity.
4. Providing periodic written documents and program reports for grant administration.
5. Implementing a records retrieval system for data tracking and documenting activity.
6. Participating in Program Manager meetings.

MONITORS AND IMPROVES PROGRAM AND SERVICE QUALITY

by

1. Monitoring developing trends in rural justice delivery systems.
2. Being prepared to respond to key Federal, State, and Tribal initiatives which may impact Reentering Prisoners.
3. Participating in establishing department goals and objectives and making recommendations for changing needs.

4. Evaluating performance outcomes against goals and objectives.

PROTECT PROGRAM INTEGRITY AND CLIENT PRIVACY

by

1. Agreeing to BBNA's policy on confidentiality, keeping confidential information gained through employment secure, during and after this employment.
2. Implementing this policy in program design.

Contributes to team effort

by

Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

REPORTS TO: Community Services Department Director

DUTY STATION: Dillingham, Alaska

WAGE: 53,321 /yr (27.34 /hr) – 74,649 /yr (38.28 /hr) DOE

Employee Acknowledgment	Date
Supervisor's Signature	Date
Human Resources Director	Date
President/Chief Executive Officer	Date