POSITION TITLE:

PROGRAM MANAGER

MyJOB – “My Journey Out Beyond”

POSITION DESCRIPTION:

Reports to: ASSOCIATE DIRECTOR or above

Type of Position:

____X____ Regular Full-Time

____ Regular Part-Time

____ Temporary

____ Term Limited:

Hiring Salary Range: $31.00/hr. - $33.56/hr.

Full Salary Range: $31.00/hr. - $41.23/hr.

FLSA: ___X____ Exempt  ____ Eligible

JOB SUMMARY:

The Project Manager supervises and directs the day-to-day activities of My Journey Out Beyond (MyJOB) program operating at the three state level juvenile rehabilitation institutions and community step down facilities. My JOB is a positive youth development program designed to provide career exploration, career development, self-efficacy skills and work-based learning experiences that prepare students for success in careers and the world of work. This position supports the development, execution and achievement of the deliverables of the Juvenile Rehabilitation Administration (JRA)/Department of Vocational Rehabilitation (DVR) performance based contract and any other funding used to support this initiative; serves as the principal community point of contact for contractors, staff and on-site partners; and is accountable for the work of the MyJOB staff; including all aspects of supervision, coaching, scheduling, program enrollment, contract reporting and service delivery.

JOB FUNCTIONS:

1. Serves as the focal point in the community for MyJOB program.

2. Regularly convenes key program stakeholders to discuss progress and consult on issues related to My JOB performance.

3. Makes and maintains close contact with grant partners including educational and community-based agencies for potential training and placement of program students.

4. Tracks and reports on project performance and budgets, analyzes information to recommend and implement changes to stay within guidelines.

5. Engages in public speaking assignments to explain the program to various partner and community agencies.

6. Cultivates and maintains positive community and agency relations in area of responsibility, offering appropriate services and information to community contacts; including research and data on appropriate aspects of the MyJOB program.

7. Assures processes for student eligibility verification are in place and within contractual regulations.
8. Helps train and educate staff on the processes and provides planning to achieve performance standards.

9. Creates a positive, responsive and proactive team environment.

10. Supervises and provides appropriate support for MyJOB staff at the three state level juvenile rehabilitation institutions, community facilities and PacMtn administrative offices.


12. Reviews and approves timesheets, leave requests and supportive service requests.

13. Conducts regular staff and contractual required meetings.


15. Tracks and reports project performance and budgets, analyzes information to recommend and implement changes to stay within guidelines.

16. Handles queries and concerns not resolved by other staff.

17. Assures that records, files, plans, and reports are current.

18. Other duties as required and assigned.

**REQUIRED KNOWLEDGE, SKILLS AND DEMONSTRATED ABILITIES:**

1. Dedicated to the care, safety, well-being and personal development of justice involved youth. Familiar with the issues confronting vulnerable youth populations.

2. Recognition, training, lived-experiences and understanding of the unique social and cultural circumstances of incarcerated youth; issues of disparity in the justice system and recognition of the systemic issues including racism and poverty that disproportionately impact youth of color.

3. Familiarity with public workforce development operations, budgets and contemporary workforce challenges/opportunities or other aligned systems like education, human services and economic development.

4. Excellent role-modeling behavior with problem solving and conflict resolution skills.

5. Creative and energized supervisory or team leading experience.

6. Ability to work with agency partners, contractors, job seekers and business customers.

7. Ability to solve complex problems, perform data research, and analyze information.

8. Demonstrated youth development experience.

9. Excellent customer service skills.

10. Excellent outreach, group facilitation and presentation skills.

11. Excellent verbal and written communication skills.

12. Ability to produce working drafts for various project reports, including quarterly project reports and reviews.

13. Proven organizational and multitasking skills.

14. Able to maintain high levels of confidentiality, credibility and professionalism.

15. Proven experience with Microsoft Excel, Word and Outlook.
<table>
<thead>
<tr>
<th>16.</th>
<th>Adaptable, accepts constructive criticism and is committed to continuous improvement and learning.</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td>Ability to maintain a calm demeanor in a crisis.</td>
</tr>
</tbody>
</table>

**EDUCATION and TRAINING:**
Requires a bachelor’s degree from an accredited college or university with specialization in criminal justice, education, psychology, social work or a closely related social science; or an associate’s degree from an accredited college and at least three years of experience in the field of juvenile matters; or any combination of education and experience that qualifies the candidate to successfully perform the work.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**
The work is performed in an office environment at the administrative offices of PacMtn. Position will be required to travel to the 3 rehabilitation sites and to attend community meetings throughout the region and occasionally outside normal office working hours. Minimal bending, stooping, kneeling or lifting involved.

**OTHER:** This requires regular interaction with students in court mandated, secure facilities. Must be able to pass background check and gain access to rehabilitation sites. Requires possession of a valid driver’s license.