



RIDGEHOUSE

restoring lives for our community

We are recruiting for the position of *Program Director!*

The Ridge House in Reno Nevada is celebrating 33 years of providing community reentry services for individuals experiencing substance abuse, mental health and criminal justice problems. Offering residential and outpatient treatment alongside case management and workforce development, we have a high success rate with our 'giving a hand-up approach.' Our service delivery is unparalleled in the State of Nevada and we're uniquely positioned to grow. We're looking for a Program Director to fuel programmatic growth. Client testimonials and much more can be found at our website at www.ridgehouse.org.

The Program Director is responsible for leading the Service Coordination Department; including the supervision of case managers with the goals of meeting grant requirements that fund the department as well as providing top notch customer service to our consumers.

Position Overview

The Program Director is responsible for staffing, planning, people management, managing profitability, promoting process improvement, financial planning and strategy, strategic planning, dealing with complexity, analyzing information, vision and performance management of the Service Coordination Department.

Responsibilities include:

1. Supervision of case managers in performance of their duties, including hiring, training, mentoring and discipline as appropriate and according to personnel policies and procedures established by the organization.
2. Managing the grant(s) that fund the department, including scope of work and budget tracking, reporting successes/challenges to the funding organization (including quarterly and annual reports) and establishing and maintaining relationships with those who oversee these grants.
3. Coordinate and collaborate with the organization in seeking new funding sources, writing proposals, requests and inquiries, attending mandatory grant meetings, and preparing an overall funding strategy for the department consistent with the agencies funding strategy.
4. Supervise and develop program activities, including mentoring, case management and supportive services, such as housing, counseling and clothing reimbursement for clients.

5. Community seminar, current client orientation and DETR (Voc Rehab, Job Connect) relationship development.

Community Outreach/Program Development

1. Performing job development activities, including recruiting companies and corporations in participating in our programs such as WEX, OJT, and partnership opportunities. The Program Director manages these relationships, including supervising contractual incentive employment programs corresponding with the applicable funding stream.
2. Developing and maintaining relationships with local employers, corporations and philanthropic organizations (e.g. Rotary, Soroptomists) to partner with the agency in developing programs, funding streams and events.
3. Planning and executing quarterly career resource fairs utilizing community resources, local employers and agencies with workforce related supportive services.

Generally, this position works 8:30 a.m. to 5:30 p.m. Monday -- Friday. This is an exempt position with a minimum of 40 hours weekly. Evenings and weekends are sometimes expected and required to accomplish the mission of the position and the agency. The position is primarily in an office environment. The Program Director will be expected to travel as needed to agency partners, potential employers to contract with and businesses as outlined in the Community Outreach section above. Attendance at once monthly Board Meeting in the evening is expected.

Program Manager Skills and Qualifications:

1. This position requires a Bachelor's Degree in Social Work or another human service degree with an emphasis on case management. A Master's degree in human services is preferred;
2. 5 or more years as a case manager, with experience in staff supervision;
3. 5 years' experience in non-profit matters such as, budgeting, grants, outreach, community building and fundraising;
4. 2-3 years' experience in Marketing, Public Relations, Sales or a related field with a proven track record of success;
5. Knowledge of the local employment market and community resources;
6. Familiarity with city, state and federal laws, regulations and codes related to employment and Equal Employment Opportunity regulations;
7. Excellent verbal, written and interpersonal communication skills;
8. Computer literacy, including knowledge of basic software applications and familiarity with the internet and email communications;
9. Knowledge of criminal justice system and/or experience with ex-prisoners is preferred;
10. Ability to travel within city and surrounding communities.

NOTES:

Additional Salary Information: Salary is Competitive and Commensurate with Experience. The position includes 100% paid health insurance, paid time-off and retirement benefits.

To Apply;

Email resume, cover letter and salary history via sburt@ridgehouse.org. No phone calls please.