

PROGRAMS DIRECTOR

ALBEMARLE –CHARLOTTESVILLE REGIONAL JAIL

This position is employed by the Albemarle-Charlottesville Regional Jail
This position is not employed by Albemarle County Public Schools & Local Government

The **Programs Director** is responsible developing, coordinating implementing and evaluating programs and services for inmates housed at the Albemarle Charlottesville Regional Jail. Coordinating programs with individuals, professionals, and agencies to perform related professional administrative work as required. Essential functions include, but are not limited to, the following:

Manages and supervises a team of employees, facilitators, vendors and volunteers.

Works with Jail administrators, staff and others to identify inmates' needs for educational, vocational, rehabilitative, social and other programs and activities.

Plans, develops and implements transitional services and programs for the inmate population, addressing a variety of identified needs.

Facilitates intensive case management for transitional services for offenders.

Documents and maintains organized files for all transition based services.

Participates in community activities and meetings related to Reentry / Transition services.

Maintains volunteer applications and volunteer database. Ensures all contact information is up to date and accurate. Keeps track of yearly volunteer training requirements.

Coordinates referrals to community based agencies in order to provide needed services for Programs / Transitional services for offenders.

Develops, recommends and implements policies and procedures for assigned functions; ensures program compliance with all applicable laws, regulations, guidelines, policies and procedures, and standards of quality and safety.

Prepares and administers assigned budget; monitors expenditures and prepares related reports as required; writes and administers grants for special program / project funding.

Recruits, interviews, selects and trains volunteers; coordinates volunteer orientation; maintains volunteer records.

Solicits community support for programs through correspondence and public appearances.

Creates, distributes and maintains inmate class lists; provides monthly schedules for programs and classes.

Monitors program activities and maintains statistical data on participation and completion; evaluates program effectiveness and recommends / implements modifications as appropriate.

Assists in coordinating recreational, educational and religious program activities.

Ensures adherence to institutional policies, procedures and regulations by volunteers and inmates.

Participates and contributes to classification review of inmate non-compliance and program entry and/or removal.

Maintains positive rapport with inmate population, visitors, court personnel, law enforcement personnel and others contacted in the course of work.

Conducts volunteer orientations; tours of the facility for public groups and individuals as requested.

Reports program progress at various staff meetings as required.

Compiles data for and prepares reports and records as required by the supervisor, county and other local, state and federal agencies; maintains accurate and up-to-date program records.

Attends training, meetings, conferences, seminars, etc., as necessary to enhance job knowledge and skills.

Receives, reviews and responds to public inquiries, complaints and requests for assistance in areas of responsibility.

Performs general administrative / clerical work as required, including attending and conducting meetings, preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, ordering supplies and materials, etc.

Participates in strategic planning to include both short and long-term goals.

Develops and maintains memorandum of understanding (MOUS) between ACRJ and local, state and federal agencies.

Conducts VCIN and DMV checks as needed.

QUALIFICATIONS: Associates or Bachelor's degree in social work, social services, criminal justice, psychology or another relevant field preferred. Must possess a valid state driver's license. VCIN certified is desirable but will need to be certified within three months of employment. Requires two years of supervisory experience.

DEADLINE FOR APPLICATIONS: Until Filled

SALARY RANGE: \$57,748- \$92,614 /annually, depending on experience and qualifications

APPLY: – Please fill out the application located here:

<https://www.acrj.org/careers>

EQUAL EMPLOYMENT OPPORTUNITY:

Hiring for the Albemarle-Charlottesville Regional Jail shall be accomplished without regard to race, color, religion, national origin, gender, pregnancy, childbirth or related medical conditions, age, marital status or disability unless otherwise permitted by Jail Board Authority policy or applicable law. Applicants hired by the Albemarle-Charlottesville Regional Jail must be citizens of the United States or legally authorized to work in the United States. Reasonable accommodations will be provided for persons with disabilities if requested.