**FRANKLIN COUNTY COMMUNITY BASED CORRECTIONAL FACILITY**

**JOB TITLE: Senior Program Manager**

**ANNUAL SALARY: $65,146.06 (Exempt Status)**

**BENEFITS: Medical, dental, vision, prescription drug, mental health/chemical dependency, life insurance plans; retirement through Ohio Public Employees Retirement System (OPERS); optional deferred compensation plans; and sick, vacation, and personal leave**

**JOB LOCATION: 1745 Alum Creek Drive, Columbus, Ohio 43207**

**APPLICATIONS TO: 1745 Alum Creek Drive, Columbus, Ohio 43207**

***OR* APPLY ONLINE: CBCF.Franklincountyohio.gov**

**DATE POSTED: May 29, 2019 DEADLINE: Until Filled**

*AN EQUAL OPPORTUNITY EMPLOYER*

**ESSENTIAL FUNCTIONS:**

Under the direction/supervision of the Director of the Franklin County Community Based Correctional Facility (CBCF), this position provides oversight of direct services to the residents in the program, including but not limited to the following areas: intake, assessment, education, medical, internal programming, programming provided by non-CBCF personnel, and re-entry. This position ensures areas of responsibility are in compliance with federal, state, local laws and regulations, policies and procedures established by the Facility Governing Board and Director, and standards of the Ohio Department of Rehabilitation and Correction, American Correctional Association, and Prison Rape Elimination Act. This position is responsible for the creation, implementation, and maintenance of program curricula; staff and training manuals; and the resident disciplinary system. This position implements policies, procedures and post orders; creates position postings and job descriptions; interviews staff and recommends hiring selections; oversees staff schedules; supervises staff; conducts training; conducts investigations; and recommends and delivers employee discipline. This position assists the Director in negotiating program-related contracts; oversees compliance with the Ohio Risk Assessment System; researches program issues related to best practices, new trends, and gender specific programming; implements change; and ensures fidelity of program via quality assurance and supervision. This position is the primary liaison to other criminal justice and community agencies.

**PHYSICAL DEMANDS:**

Work involves a significant amount of standing, walking, sitting, talking, listening, and reaching with hands and arms. Must be able to operate office equipment.

**QUALIFICATIONS:**

## **Must be able to type 20 words per minute and have proficient computer skills.** Bachelor’s degree in criminal justice, public administration, social services, or related field is required. Graduate degree is preferred. Five years of full-time experience working with offenders is required. Management/supervisory experience in the field of community corrections, corrections/law enforcement, or residential programming is required. Experience in budgeting, institutional operations, cognitive behavioral programming, and curriculum development is preferred. Necessary skills include, but are not limited to: excellent interpersonal communication; strong oral and written communication; and the ability to make decisions, prioritize work, deal with interruptions, resolve problems/conflicts, and maintain detailed and organized records. Must have strong work ethic and knowledge of Microsoft Office Suite and Lotus Notes.

**SPECIAL REQUIREMENTS:**

Resumes, personal statements, letters of reference, training records and/or any other pertinent information may be included but not substituted for the application. Applications will not be accepted prior to the posting date or after the submission date. The person selected will undergo a full background investigation and drug screening.

The Franklin County CBCF is an Equal Opportunity Employer and will not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, disability, age or ancestry of any person.