**FRANKLIN COUNTY COMMUNITY BASED CORRECTIONAL FACILITY**

**JOB TITLE: Senior Program Manager**

**ANNUAL SALARY: $68,411.20 (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: July 1, 2020 DEADLINE: Until Filled**

*AN EQUAL OPPORTUNITY EMPLOYER*

**ESSENTIAL FUNCTIONS:**

Under the direction/supervision of the Deputy Director of the Franklin County Community Based Correctional Facility (FCCBCF), the Senior Program Manager provides oversight and supervision of all Intake, Unit, and Program staff; and ensures areas of responsibility are in compliance with federal, state, and local laws and regulations, policies established by the Facility Governing Board and FCCBCF Director, and standards of the Ohio Department of Rehabilitation and Correction (ODRC), American Correctional Association (ACA), and Prison Rape Elimination Act (PREA). The areas of responsibility are Intake, Unit, Programs, and Re-Entry/Aftercare. This includes the development and maintenance of program curricula, staff and training manuals, and the resident behavior management system; purchase of equipment/supplies; and monitoring use of such materials. This position is responsible for the general supervision and training of all program delivery personnel and the specific supervision of the Unit Managers, Intake and Re-Entry Staff, and Academic Teacher(s). The position also has general responsibility for the inspection, cleanliness, and inventory of all living units, hallways, classrooms, and outside recreation areas. In coordination with the Deputy Director, the position is responsible for the development and implementation of policies and procedures, post orders, position descriptions, memoranda, and schedules related to assigned areas of responsibility. The position assists the Director and Deputy Director in the negotiation of program-related contracts and agreements to ensure the facility functions at a high level of proficiency. The position serves as the primary liaison to other agencies related to aforementioned areas of responsibility. The position researches programmatic issues, such as but not limited to best practices, new trends, gender-specific programming, recordkeeping, staff supervision, training activities, and continuous quality improvement; and develops related documents and/or recommendations to keep the facility up-to-date, efficient, and proficient in its policies, procedures, and practices. This position includes all staff in the above-mentioned activities. As assigned, the Senior Program Manager acts in place of the Director and/or Deputy Director.

**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, education or related field is required. Management/supervisory experience in the field of community corrections, corrections/law enforcement, or residential programming is required. Experience in cognitive behavioral programming required; experience in budgeting, institutional operations, 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 databases. Must possess valid Ohio driver’s license and have a good driving record.

**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.