



COMMUNITY PARTNERS IN ACTION

JOB TITLE: Program Manager, Work Release Program

POSTING PERIOD: April 17, 2019 – May 1, 2019

LOCATION: Hartford, CT

POSITION REQUIREMENTS

The Work Release Program (WRP) Manager is responsible for overseeing and implementing all WRP services and staffing to ensure compliance with the funder contractual agreement. A bachelor's degree is preferred with at least five years of experience operating a residential program and knowledge of reentry services. Equivalent work experience may be considered in lieu of education. The Program Manager will set the program tone, coordinate and collaborate with management teams and possess the ability to manage complex decisions, build credible relationships and multi-task. The Program Manager is also responsible for ensuring a strength based culture is embraced, that participant program outcomes are consistently met, and that the program is positioned for success internally and externally. Strong emotional intelligence, written and verbal communication skills are critical.

Key Responsibilities

- Commit to the agency mission and program goals.
- Oversee direction and management of program activities and staff, ensuring fidelity of program model. Ensure program is in compliance with funder contractual agreement.
- Lead and facilitate regular team meetings with staff.
- Meet monthly with staff on an individual basis to review and discuss performance and professional development; ensure supervisions occur with all program staff.
- Participate in the development of resources and staff to support the program and CPA's cultural responsiveness and multi-lingual capacity.
- Ensure all program staff are knowledgeable of community resources including housing, employment and treatment.
- Develop solid community networks to support successful resident transition into the community.
- Conduct file reviews in a manner consistent with program, agency and funder guidelines.
- Maintain clear and open communication/collaboration with referral sources/funder network.
- Maintain open lines of communication between WRP and the AIC Program to ensure mutual clients are receiving optimal services.

*Program Manager
Work Release Program*

April 2019

- Prepare and submit all reports in a manner consistent with program, agency and funder guidelines.
- Manage and maintain fiscal resources in collaboration with Program Operations Director and Fiscal Officer.
- Oversee use and maintenance of CPA property (building, vehicles, computers, etc.).
- Participate in monthly Manager Meeting and engage in leadership opportunities.
- Engage in community networking opportunities, e.g., monthly Greater Hartford Reentry Council.
- Represent the agency/program at the request of the Program Operations Director.
- As appropriate, collaborate with Human Resources Director and Program Operations Director, on employment matters including recruiting, hiring, promotions/transfers, performance management and terminations.
- Ensure staff and volunteers are in compliance with CPA policies and procedures regarding professional behavior, attendance, attire, etc.
- Coordinate program fundraising events and research alternative funding resources. Perform other leadership tasks and inter-agency functions as required.

REPORTS TO: Program Operations Director

Apply by fax: (860) 566-8089

E-mail: jobs@cpa-ct.org (MS Word documents only)

ONLY CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED.

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April 2019