**Aftercare Manager**

3-6-20

**Accountability:** Chief Program Officer (CPO)

**Status:** Full-Time

**Purpose:** To oversee all aspects of the Jubilee Aftercare Program. This is a “hands-on” leadership position that requires involvement in intake, casework, supervision, instruction, material assistance, administration, and actions related to the management of Aftercare staff and program students.

**Qualifications:**

* Degree or appropriate experience in ministry, management, or casework.
* Demonstrates the character traits of a Christian leader.
* Able to be resilient in difficult and challenging ministry environments.
* Committed Christian with the understanding and ability to practically apply Biblical principles and standards to others.
* Exceptional interpersonal skills: verbally articulate and clear; good listener; able to display Christian love to people from all walks of life; has the ability to hold Aftercare men and women accountable for their choices, behavior and actions.
* Exercises judgment/offers advice that is consistent with Jubilee’s mission statement, core values, standards, practices, policies, and procedures.
* Able to appropriately handle sensitive information and maintain required confidentiality.
* Has the ability to organize and prioritize work.
* Willing to work a variable schedule.
* Computer literate: proficient in Microsoft Word.
* Upholds Jubilee’s Mission Statement and willing to adhere to Jubilee’s Statement of Beliefs.
* Experience in prison work, homelessness ministry, and/or addictions a plus.

**Working Conditions/Physical Factors:** Work is in an office and housing setting. Heavy lifting may be required. May require being on your feet for extended periods of time. Variable work schedule.

**Additional Requirement:** Jubilee considers this position essential to the ministry and therefore it is a requirement to be a Christian.

**Duties:**

Supervisory

1. Oversee all operational aspects of the Aftercare Program.

Achieved when Aftercare staff are operating in accordance with their respective manual and applicable Jubilee policies and procedures.

2. Supervise Aftercare staff and manage program resources.

Achieved when staff is in compliance with manuals, procedures & policies, and resources are utilized effectively and efficiently to meet program goals and needs.

Administrative Management

1. Oversee administrative actions related to the daily operation of the Aftercare Program (purchase orders, record keeping, monthly reports, log sheets, maintenance requests, drug screens, house meetings, evening activities, parole classes, etc.).

Achieved when required administrative actions are completed in a timely manner and in

accordance with current policy and procedures.

2. Schedule and coordinate Aftercare staff and volunteers so as to meet program requirements and needs.

Achieved when program activities are scheduled and staffed adequately.

3. Review, evaluate, revise and update procedures and policies related to the Aftercare Program.

Achieved when procedures and policies are reviewed at least annually, and updates are posted throughout the year as authorized changes occur.

4. Act as the main contact person for MissionTracker and HEART programs.

Achieved when Aftercare staff are trained and using applicable portions of MissionTracker and the HEART program to log data and track student progress.

5. Report significant incidents or events.

Achieved when significant incidents or events are reported (verbally or by email) to the Chief Program Officer (or the CEO, if CPO is absent) within four hours of incident/event, and an Incident Report form is completed and submitted within two working days of incident/event.

Other

1. Coordinate with other departments (e.g. store staff) or outside agencies (e.g. county probation, state parole, counseling centers, churches, community ministries, etc.) in support of Jubilee Aftercare goals, activities and actions.

Achieved when other departments or outside agencies are contacted and appropriate actions are accomplished.

2. Provide, implement and/or coordinate Material Assistance to those individuals meeting Jubilee’s criteria for assistance.

Achieved when an individual’s material assistance needs are screened, evaluated and met according to current policy and guidelines.

3. Act as “Emergency” Aftercare On-Call person.

Achieved when, upon notification, appropriate action is taken in response to emergency situations involving Aftercare/New Path personnel or facilities.

4. Promote Jubilee Aftercare in churches, community organizations, and/or at public events.

Achieved when at least three presentations are given annually.

5. Be part of staff meetings and team building.

Achieved when involved with no un-excused absences.

6. Other duties as assigned.

Signed:­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_