

Available Position: Assistant Director - Full-Time

Available Shift: Variable

Location: Ahtanum View Work Release - Yakima, WA

MAKE A DIFFERENCE AND CHANGE LIVES!

The goal of the Ahtanum View program is to assist inmates who are in the last 6 months of their incarceration to successfully transition back into the community. We provide aid and support in obtaining employment, developing positive family and community relationships, encouraging accountability, respect, and integrity, and to assist offenders in making good choices.

GENERAL SUMMARY

The Assistant Director of Reentry at Pioneer Human Services (PHS) is responsible for the operational management and supervision of a residential program within Pioneer Human Services. The Assistant Director meets or exceeds the expectations of the contracting agency, such as the Federal Bureau of Prisons, the WA State Dept. of Corrections or the Office of Refugee Resettlement, by delivering high quality—high impact services and by ensuring that the program operates in accordance with applicable law, regulations, contract requirements, PHS policy, and professional standards of quality. The Assistant Director is responsible for the operational management of an organized, coordinated and customer driven re-entry program.

As a member of the Pioneer team, the Assistant Director is expected to collaborate with other staff and community partners to promote a pro-social and supportive program climate that encourages the development of independent living skills. The Assistant Director is encouraged to make recommendations to improve operational policies and procedures consistent with program goals and the Pioneer mission.

ESSENTIAL DUTIES

Program Management & Leadership - 30%

- Demonstrates commitment to operational excellence of the reentry program.
- Provides tactical and technical direction to program operations.
- Completes staff scheduling and payroll functions and reports.
- Participates in work groups and committees organized by senior leadership at PHS and other external agencies as appropriate.
- Attends PHS leadership Councils and other meetings as appropriate or upon request.
- Acts on behalf of the program director when designated.
- Produces monthly resident employment report.

Contract Compliance & Facility Safety – 20%

- Analyzes and implements improved business and operational processes for the program.
- Assists the program director in preparing the unit budget and staffing plan in collaboration with the Director of Federal/State Reentry Operations.
- Ensures that the program is prepared for, completes and successfully passes all monitoring's, inspections, program reviews, and internal/external accreditation audits.
- Investigates accidents and incidents reports per PHS and contract agency policies.

Program Accountability & Operations – 20%

- Ensures program operates in alignment with all policies and procedures.
- Ensures consistency in the application of all policies and pursues procedural uniformity and standardization wherever possible.
- Maintains the facility in compliance with all safety and health regulations.
- Works with the program director to develop quality assurance plans to ensure requirements are performed and met—and continually reviews quality assurance practices within the unit per the performance-based standards of the American Correctional Association.
- Consults regularly with the program director.
- Ensures that the unit provides the highest quality customer service both to external (public agencies) and internal customers (clients).
- Reviews performance measurement data with the director and continually works to collect, analyze, and disseminate program data to improve service quality.
- Meets or exceeds all quality performance measures.
- Coordinates closely and collaboratively with representatives of the support functions of PHS including Real Estate Services, Finance and Administration, Information Technology, Human Resources, and Communications on an as needed basis or per the request of the program director.
- Collaborates with other operational units and groups in PHS, including Behavioral Health, Housing and Enterprises, to integrate activities across program functions.

Personnel Development & Staffing – 30%

- Supervises, directs, coaches and evaluates the performance of all resident monitor staff and other staff as determined.
- Plans staff schedules and assignments—and ensures adequate facility coverage by making arrangements for temporary and on-call personnel.

- Ensures staff members are sufficiently trained and that there are qualified personnel to ensure the safety and security of the resident population and the community at all times.
- Guides and supports the development and implementation of a competency-based approach to staff training and professional development in alignment with Division-wide initiatives and priorities.
- Participates in screening and hiring of prospective staff including but not limited to resume analysis, interviewing and checking references.
- Advises and supports the Director in decisions regarding unit staff.
- Be on-call 24 hours a day, and be ready to work any shift in the event of scheduling difficulty, crisis or work stoppage.

ESSENTIAL QUALIFICATIONS:

Education: Associate of Arts degree in appropriate field required.

Experience: One to three years of acceptable supervisory and management experience in the reentry and/or human services fields preferred.

Must pass a pre-employment drug screen and clear a criminal history and background check

Must have an acceptable driving record and valid Washington State Driver's License or the ability to travel to other Pioneer locations as necessary.

TO APPLY FOR THIS POSITION

Please follow these steps:

* Go to <http://pioneerhumanservices.org/about/careers/>

* Enter 199763 in the 'Find Job by ID' field

* Click GO

MAKE A DIFFERENCE AND CHANGE LIVES!

For 50 years, Pioneer Human Services has been helping men and women reintegrate back into society. We are an entrepreneurial human service organization that provides a chance for change to people overcoming the challenges of substance abuse and criminal histories by offering treatment, housing and employment. As an employee, you will have an opportunity to help people realize their chance for change.

ENJOY THE BENEFITS OF WORKING FOR PIONEER

At Pioneer, we know that compensation is more than just a paycheck. That's why we are committed to offering competitive wages and a comprehensive benefits package that includes health insurance, retirement and pension plans, and vacation benefits for all full-time employees. And many of our on-call and temporary employees move into full time work at Pioneer!

EQUAL OPPORTUNITY EMPLOYER

Pioneer Human Services is an Equal Opportunity Employer of Minorities/Women/Individuals with Disabilities/Protected Veterans and does not unlawfully discriminate under federal, state, or local laws.

All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, or protected veteran status.

[EEO is the Law Poster](#)

We participate in E-Verify. Details are provided below in both English and Spanish.

[This Employer Participates in E-Verify | Este Empleador Participa en E-Verify](#)