



# Job Readiness Training Program Manager

Adult Programs with Advancement Opportunities

## Who We Are

Second Chance is a place where justice involved San Diegans go to find hope, purpose and opportunity. Offering eight evidence-based programs, each staffed by a dedicated team of caring professionals, Second Chance is regarded throughout the greater San Diego area as a leader in helping formerly incarcerated and justice involved citizens successfully reintegrate into society.

## What We Do

Second Chance helps hundreds of formerly incarcerated youth and adults receive the services they need to find a better path through job readiness training, case management, counseling, and transitional housing programs. We are dedicated to our mission of “disrupting the cycles of incarceration and poverty to help people find their way to self-sufficiency.”

We believe that everyone, regardless of their past, deserves the chance to shape a stronger future for themselves, their family, and their communities. This is achieved by living our [CARES values](#).

## Program Summary

The Job Readiness Training (JRT) Program Manager is currently responsible for the Strive Fresh Start (SFS) grant which is funded for two years. Based on potential external funding opportunities, this position could present a possibility for a workforce professional to advance within the organization. SFS is aimed at supporting formerly incarcerated individuals to achieve their employment and education goals. SFS is part of our four-week intensive JRT program. SFS serves formerly incarcerated individuals or those still on supervisors. SFS works in collaboration with other Second Chance programs and community partners. Services include; needs assessment, case management, conflict resolution, behavior modification and job placement. The goal of the program is to reduce recidivism and support individuals in becoming self-sufficiency and valuable contributors to families, employers and community.

## Who We're Looking For

### JRT Program Manager, Full Time

We're looking for smart, compassionate, and resourceful change-agents with a passion for inspiring others to better themselves. To be successful, you'll have to be a loyal and dedicated critical thinker; a creative problem solver who doesn't shy away from challenges and takes pride in everything you do. You believe anything worth doing is worth doing right, every single time. If you don't know the answer, you'll dig to find it. You love people. You enjoy leading others. You value diversity and embrace change.

The JRT Program Manager, reports to the Director of Adult Programs. This role is responsible for assisting with the day-to-day operations and oversight of the Job Readiness Training Program at Second

Chance. Based on potential external funding opportunities, this position could present a possibility for a workforce professional to advance within the organization. This position is responsible for a wide range of activities to include but are not limited to:

- Reports and consults with Department Director as to significant issues related to program operations.
- Ensures cross team coordination and communication between other projects and programs of Second Chance.
- Develops and analyzes program budget and expenditures in consultation with Director.
- Oversees the fidelity of the curriculum and schedule of the JRT program.
- Develops program training plans and schedules program activities within the cohort model.
- Develops and maintains relationships with community partners including, nonprofit organizations, higher education in order to promote Second Chance and the youth programs.
- Provides community outreach for JRT recruitment with existing and new partners.
- Oversees and reviews Apricot and other performance management and data entry duties for JRT Program workforce services.
- Provides direction to direct line staff related to compliance and obligations with program contracts.
- Provides support to the JRT students and resolves issues as they arise.
- Provides coverage for group and workshop programming when other direct line staff is not available.
- Writes correspondence letters and documents; including correspondence to County Probation.
- Provides data and reports for contract compliance as needed and directed by the Director of Adult Programs and/or organizational executive leadership.

### **Supervisory Responsibilities**

- Responsible for supervision of direct reports and their day-to-day duties, problem solving, performance management, employee relations, coaching, job enhancement, job development, and goal setting.
- Provides guidance to direct line staff in developing individual service strategies and the provision of services to participants.
- Assigns specific duties related to case manager/facilitator including activities and group workshops to adult workforce staff.

## **What Skills Do You Need?**

This is challenging work. A positive “can do” spirit is a must. Skills for this specific role include:

- Experience effectively leading and managing teams.
- Excellent interpersonal communication, listening, counseling and facilitation skills.
- Attention to detail and accuracy in verbal and written communications.
- Sound judgement; critical thinking and problem-solving skills.
- Moral Reconciliation Therapy training a plus.
- Organized and ability to manage time and priorities.
- Collaborative leader, team player with the ability to build strong relationships while being cordial, respectful, and professional with all staff, participants, partners, volunteers, interns and guests.
- Resourcefulness, initiative, reliability, commitment and willingness to follow direction.
- Culturally competent and inclusive.

## Qualifications

### Required

- Three (3) or more years of case management and must have supervisory experience.
- Must be proficient in Microsoft Word, Excel, Outlook.
- Required to have a valid CA driver's license and properly registered and insured motor vehicle meeting the minimum level of insurance as defined under the California Department of Motor Vehicle Code.
- Must be able to meet background and security clearance guidelines and pass background check:
  - Criminal background clearance through the State of California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI).
  - Drug Testing as required by federal contracts.
  - Driving record through the State of California Department of Motor Vehicles (DMV)
- Must maintain a valid Tuberculosis Test and renew annually or as statutorily required.
- Must maintain a current First Aid & CPR Certification during course of employment.

### Preferred

- Experience working with justice involved adults.
- Not-for-profit experience.

## Education

### Required

- Bachelor degree or degree can be substituted for seven plus years of demonstrated experience working with formerly incarcerated individuals in Cognitive Behavioral Therapy, Motivational Interviewing, case management, addiction interventions or social work.

### Preferred

- Master degree in marriage and family counseling, social work, or counseling psychology.
- Experience with Apricot database.

## What We Offer

Purpose. Many places will offer you a job. At Second Chance you will change lives. Our work is that rewarding. It is what makes our employees stay and others return.

### Job salary and benefits...

- This position is exempt, full-time, 40 hours/week. The rate of pay: DOE.
- Based on potential external funding opportunities, this position could present a possibility for a workforce professional to advance within the organization. Qualified applicants should apply to learn more.
- Employer paid medical and life insurance for employees
- Vacation and Sick Leave benefits
- And more!

If you are seeking a rewarding career where you can make a meaningful difference alongside a world-class team, then Second Chance wants you. Join us.

We're committed to giving justice-involved individuals a Second Chance.

Are you?

To apply, please email a cover letter and resume with a list of three professional references with “JRT Program Manager,” in the subject line to [jobs@secondchanceprogram.org](mailto:jobs@secondchanceprogram.org)

*Second Chance Program, an equal opportunity employer, values the diversity of our workforce and the knowledge of our people. Second Chance Program will not discriminate against an applicant or employee on the basis of race, color, religion, national origin, ancestry, sex/gender, age, physical or mental disability, military or veteran status, genetic information, sexual orientation, gender identity, gender expression, marital status, or any other characteristic protected by applicable federal, state or local law. Auxiliary aids and services are available upon request to individuals with disabilities.*



**Second Chance**