



# Program Manager

## Drug Court

### Who We Are

Second Chance is a place where justice involved San Diegans go to find hope, purpose, and opportunity. Offering five 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 justice-involved 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.

### Program Summary

The Drug Court Program will serve non-violent adult offenders (age 18+) who are high risk and high need with histories of drug use and criminal justice contacts, previous treatment failures, co-occurring mental illness, and high rates of health and social problems. The goal of our Collaborative Court Program is to equip clients with the tools and resources necessary to be alcohol and drug free, to successfully manage their co-occurring mental illness, and to comply with the laws and avoid committing new criminal offenses.

### Who We’re Looking For

#### Program Manager, Full Time

##### Drug Court

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 [Program Manager](#), Drug Court reports to the Senior Director of Programs. This role is responsible for the operations of the treatment program and all elements of the Statement of Work in the BHS contract. These include assuring quality of services, participant support, staff leadership and supervision, budget and administration of grant funds, record-keeping, compliance, confidentiality,

safety, communication with the court team and oversight of subcontracts and MOUs. This also is a leadership position at Second Chance with additional related agency responsibilities and opportunities for personal, professional, and organizational growth. This position is responsible for a wide range of activities to include but are not limited to:



- Ensure compliance with the BHS contract SOW, programmatically and administratively.
- Supervise, guide, mentor, and coach the Second Chance case managers in their clinical and case management support of program participants.
- Coordinate weekly treatment team meetings.
- Attend and fully participate in weekly court team meetings and sessions at SD Superior Court.
- Maintain ongoing contact and professional relationships with all participants. Submit weekly written summaries of their progress to the court team in an accurate and timely manner.
- Communicate with the court team regularly and whenever needed, via phone, text, and email, regarding participant whereabouts, challenges, and concerns.
- Communicate regularly with the BHS Contract Officer and other BHS, Second Chance and subcontractors attached to the grant; submit all required reports in a timely fashion.
- Ensure systems, policies and procedures, data collection and record-keeping are in place, to support the program and its participants and to keep the court team informed.
- Develop and monitor the annual budget for the program.
- Seek and maintain housing and residential treatment resources, MOUs and beds as needed.
- Ensure confidentiality and safety for participants; promote an “open-door” policy.
- With the court team, develop and implement an incentive program for participants.
- Ensure that drug-testing, individual day and evening group counseling sessions and other activities are provided to participants as required.
- Lead the recruitment, hiring, training, performance monitoring and evaluation of Collaborative Court staff at Second Chance.
- Participate in Second Chance program leaders’ meetings, cross-program collaboration, all-staff meetings, strategic planning, data collection and reporting, and other assigned duties.
- Other duties as assigned.

## What Skills Do You Need?

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

- Work collaboratively as part of a team including treatment staff, law enforcement, and court representatives.
- Organized and ability to manage time and priorities.
- Compassionate with the ability to be sensitive to cultural differences or behavior in a multicultural community and various cultural and ethnic groups in a tactful, professional, and effective manner.
- Excellent listening, counseling, and facilitation skills.
- Must be calm, dependable, flexible, and able to respond to multiple demands.
- Ability to work with a high degree of autonomy and exercise responsible judgment.
- Must be able to use computer, fax, scanner, copier, and multi-phone line.
- Must be able to speak, read, and write in English. Bilingual in English and Spanish languages preferred.

- Knowledge of evidence-based practices for this population, including Cognitive Behavioral Therapy and Motivational Interviewing.
- Self-directed and highly organized; needs minimal supervision.
- Uses logical, problem-solving techniques, both independently and with teams.
- Culturally competent; promotes diversity and inclusion and empowering practices.
- Excellent interpersonal communication, facilitation, and leadership skills; maintains good humor, positive morale, team cohesion, respect, transparency.
- Ability to be resourceful and flexible in an ever-changing environment.
- Must be computer literate (proficient in Microsoft Word, Excel, Outlook, and Data Management Systems).
- Familiar with the program population.

## Qualifications

- State-approved alcohol and drug counseling certification and at least three years of successful experience providing direct AOD or clinical counseling and/or case management.
- At least two years of program management and staff supervision in a clinical, justice or nonprofit setting.
- Familiarity with Drug-MediCal requirements, policies, and procedures

## Education

- Bachelor's degree from an accredited college or university in public health administration, a behavioral science, social work, education, or a related field.
- Preferred: Master's degree and California mental health professional license such as an LMFT, LCSW, LPCC.

## 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 non-exempt (hourly), full-time, 40 hours/week. The rate of pay is \$70,000 - \$80,000 per year.
- Employer paid medical and life insurance for employees.
- Vacation and Sick Leave benefits.

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 "Program Manager, Drug Court" 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.*