

**Program Director**

Offender Mentor Certification Program (OMCP)

Options Recovery Services (ORS)

**JOB TITLE:** Program Director (OMCP)

**DEPARTMENT:** California Department of Corrections, Locations TBD

**SUPERVISOR:** Director of Criminal Justice Contracts, ORS

**SALARY:** $85,000 Annually- Exempt

The Offender Mentor Certification Program (OMCP) is a widely recognized Substance Use Disorder Certification program for long term inmates in custody to be educated and trained by leaders in the field and certified by the State of California’s designated state certifying organizations.

**GENERAL JOB DESCRIPTION**

The Program Director plans, organizes, directs, and coordinates all aspects of the program and directly supervises all staff, develops, interprets, and administers policies and procedures governing the program, and administers appropriate strategies for recruitment, selection, and retention of staff.

**DUTIES AND RESPONSIBILITES**

The Program Director is responsible for the overall administration of the day-to-day delivery of the program services and shall:

* Be on-site, working an average forty (40) hours per week, Monday through Sunday, during programming hours. Exceptions include vacation, sick leave, CDCR approved meetings, trainings, or State Holidays.
* Oversee the daily OMCP programming activities which includes: welcome, introduction, study prep, AOD education, graduation, exam prep, and exam);
* Participate in recruitment, screening, and selection efforts, if requested by CDCR;
* Shall develop and maintain a high- level overview of the training schedule for each OMCP session;
* Provide a monthly calendar containing all staff’s schedules to the PA prior to the beginning of each month;
* Regularly review OMCP Participant progress in ISUDT via ARMS.
* Recommend OMCP Participant removals to the PA and CCIII or designee, whenever deemed necessary;
* Administer program evaluations to each OMCP Participant;
* Assist the PA in responding to OMCP- related inmate correspondence, as requested;
* Be available by phone at least one (1) hour prior to the start of programming and one (1) hour after programming;
* Conference with PA, by telephone as often as necessary;
* Secure prior approval from the PA and the CCIII, or designee in the planning, direction, and coordination of all program related facility activities, including site visits for the Traveling Clinical Supervisor;
* Implement appropriate strategies for recruitment, selection, and retention of staff and subcontractors;
* Be responsible for fiscal monitoring of expenditures;
* Be responsible for implementation of systems and monitoring techniques to assure Agreement compliance, including ARMS data;
* Ensure contract staff compliance with CDCR policies and procedures; and
* Work collaboratively with CDCR and institutional staff.
* Maintain weekly contact with supervisors and or senior ORS Leadership.

**MINIMUM QUALIFICATIONS**

The Program Director shall be certified as an Alcohol or other Drug (AOD) Counselor, with a certifying organization recognized by the DHCS. The Program Director shall have a working knowledge of the AOD certification process and Substance Use Disorder Treatment (SUDT) programs.

*The Program Director shall meet at least one (1) of the following requirements:*

* A Master's Degree in a social service-related field and at least one (1) year of supervisory experience working for an AOD certifying organization and/or a SUDT program; or
* A Bachelor's Degree in a social service-related field and at least two (2) years of supervisory experience working for an AOD certifying organization and/or a SUDT program; or
* An Associate's Degree in a social service-related field, GED, or high school diploma and at least three (3) years of supervisory experience working for an AOD certifying organization and/or a SUDT program; or
* Seven (7) years of supervisory experience working for an AOD certifying organization and/or a SUDT program.

**Additional Qualifications:**

* Excellent verbal and written communication skills;
* Strong organizational and analytical abilities;
* Possess a strong working knowledge of Microsoft Word, Microsoft Excel, Publisher and Outlook;
* Must have organizational and analytical abilities;
* Ability to pass CDCR background check and obtain security clearance;
* Ability to pass Drug, Alcohol, and Tobacco Screening

**BENEFITS AND PERKS**

* Highly competitive compensation
* Medical, Dental, and Vision via Kaiser Permanente
* PTO/ Sick Time/Holiday Pay
* 401K with matching contributions
* Occasional Bonuses