

**MICHIGAN WORKS! WEST CENTRAL****POSITION DESCRIPTION**

JOB TITLE: Offender Success Program Manager	FLSA: Exempt/Administrative
REPORTS TO: Executive Director	EFFECTIVE DATE: March 29, 2022
JOB TITLES SUPERVISED: Resource Navigator & Employment Specialist	REPLACES: N/A
SALARY RANGE: \$49,920 - \$56,160	LOCATION: Newaygo, MI

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**BASIC FUNCTION:**

The Offender Success Program Manager is responsible for building and coordinating relationships with a broad array of community stakeholders throughout the counties of Allegan, Barry, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola and Ottawa in order to foster a safety net of support and re-employment services for individuals returning to the region from State of Michigan correctional institutions. Major responsibilities include but are not limited to: building service provider capacity to administer the Michigan Department of Corrections Offender Success program; analyzing and negotiating contracts; monitoring performance of vendors and contractors; resolving service delivery problems; acting as primary liaison to Michigan Department of Corrections' Offender Success Office, and coordinating activities to ensure improved employment outcomes and reduced recidivism rates for ex-offenders, through a full menu of related services delivered by faith and community based organizations as well as by private industry contractors. It is expected that the Offender Success Program Manager will work in tandem with the Region 4 Community Coordinator.

**RESPONSIBILITIES AND DUTIES:**

1. Identify community assets that can improve reentry success, as well as gaps in current community services for all reentry populations.
2. Plans, organize, controls, integrates, monitors and evaluates the services provided by contractors/vendors engaged in re-entry services.
3. Create and foster partnerships with other government, nonprofit and private organizations to leverage their contributions for successful re-entry.
4. Identify available grant funding to serve additional returning offenders, and work with key Michigan Works! West Central staff to assist in project creation, completing and submitting grant proposals as determined appropriate within the federal, state, local, and private foundation sectors.
5. Make recommendations to improve policies, systems, resources and services to support returning ex-offenders to the community.

6. Contract creation, maintenance, and negotiation with all subcontractors for any grants held with the Offender Services program.
7. Management of all procurement, working in tandem with Michigan Works! West Central Administrative staff.
8. Strategic oversight for Offender Success grant and staff, including staff training, goal and performance setting, corrective action when addressing problems with work quality and all subcontractor related concerns.
9. All Michigan Department of Corrections contract, performance, and compliance management.
10. Assist with all subcontractor recruitment, specifically with a high attention to detail recruiting private housing landlords to provide contracted housing, and available rent options post transition.
11. Oversee the Michigan Works! West Central Clean Slate Pilot Program.
12. Attend relevant trainings, conferences, and statewide meetings as requested.
13. Performs other duties as assigned by supervisor. These duties will be incorporated in a specific way into the Position Description, should they involve a lengthy commitment or extensive time.

**INTERNAL CONTACTS:**

Works closely with Michigan Works! West Central staff and Region 4 Community Coordinator.

**EXTERNAL CONTACTS:**

Works closely with Michigan Department of Corrections key staff, Steering Team members, and Region 4 service providers.

**EDUCATION/SKILL REQUIREMENTS:**

- A. Minimum: Bachelor's Degree in Criminal Justice, Social Work, Non-Profit Administration, Management, or related social science field.
  1. Excellent written and verbal skills.
  2. Proficiency with Microsoft Office Suite Software, email management and electronic presentation skills are required for this position.
  3. Experience in planning, development and implementation of projects.
  4. Experience in working with community, public and non-profit organizations.
  5. Ability to work independently, including prioritizing workload in order to meet deadlines.
  6. Must have the ability to work under pressure and be flexible enough to reprioritize in order to meet deadlines.

7. Ability to establish and maintain effective working relationships with subcontractors, staff, employers, partners, and appropriate state agencies, keeping customer satisfaction as a guiding factor.
  8. Able to project a positive public image.
  9. Able to work with a diverse population.
  10. Interpersonal skills necessary to work with customers, staff, employers, and partners.
  11. Work history with demonstrated success in taking initiative, follow through, professionalism, problem solving and teamwork.
  12. Must be able to learn and apply current Federal, State and local rules and regulations.
  13. Must be well organized and able to prioritize.
  14. Ability to seek out and write grants.
- B. Desirable: Bachelor's Degree in one of the above stated fields with experience working in the field of workforce development. Knowledge of the re-entry or correction process.

**EXPERIENCE REQUIREMENTS:**

- A. Minimum: One to three years of experience in some combination of the above fields.
- B. Desirable: Three or more years of experience in a variety of the above stated fields. NOTE: Any equivalent combination of education, training or experience which provides the required knowledge, abilities and skills will be considered.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities of the position.