



## JOB ANNOUNCEMENT

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Building Opportunities for Self Sufficiency, nor does it in any way alter the employment-at-will relationship that exists between employees and Building Opportunities for Self Sufficiency. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

**JOB TITLE:** Director of Criminal Justice Programs

**REPORTS TO:** Chief Executive Officer

**EMPLOYMENT STATUS:** Exempt

**TIME COMMITMENT:** Full-time

**STARTING SALARY:** \$100,000 - 120,000 per annum, *depending on experience*

### ORGANIZATION

The mission of BOSS is to help homeless, poor, and disabled people achieve health and self-sufficiency, and to fight against the root causes of poverty and homelessness. The organization was founded in 1971 by a group of volunteers from the Hillel Streetwork Project in Berkeley who responded to the needs of mentally ill individuals being released to the streets by state hospital closures. Today, BOSS develops solutions to mass homelessness, mass incarceration and community violence and is dedicated to the inclusion of people marginalized by addiction, trauma, criminality, incarceration, poverty, racism, sexism, homelessness and violence with an intentional focus on four areas of service with Housing Security, Criminal Justice Reentry, Neighborhood Safety, and Social Justice Programs and services. BOSS works one-on-one with each family and each individual to help them achieve stable income, permanent affordable housing, and lasting wellness.

### POSITION DESCRIPTION

BOSS is seeking a dynamic and experienced leader to serve as the Director of Criminal Justice Programs. This senior-level position will play a pivotal role in advancing our mission by overseeing a comprehensive array of re-entry programs, with a particular focus on housing, education, and employment initiatives.

#### *Essential Functions (Duties and Responsibilities):*

##### **1. Program Leadership and Management:**

- **Housing Programs:** Provide oversight of our reentry transitional housing sites (1). Women & Children's Reentry Campus, and (2). New Hope Reentry Campus ensuring individuals have safe and stable housing upon re-entry. Each site is staffed with a Manager and direct staff.
- **BSCC Rental Assistance & Warm Hand - Off Services:** Provide oversight of the Rental Assistance and Warm Hand-Off case management services designed to remove barriers to successful reentry for individuals who were sentenced to CDCR at any point in their lives. Staffed with a Manager and direct staff.

- **Education, Career Readiness and Workforce Development Training:** Lead the development and implementation of educational programs, vocational training, and skill-building initiatives that empower clients to secure employment. Services include job readiness training, job placement, and retention programs, fostering financial literacy and economic self-sufficiency among program participants. Staffed with a Manager and direct staff.
2. **Strategic Planning and Development:**
    - **Strategic Vision:** Collaborate with the Leadership Team and other senior leaders to shape the strategic direction of re-entry programs, ensuring alignment with organizational goals.
    - **Innovation:** Identify emerging trends, best practices, and funding opportunities in re-entry services and make recommendations for program enhancements and innovation.
  3. **Team Leadership and Development:**
    - **Team Building:** Recruit, hire, and manage a high-performing team of program managers, coordinators, case managers, and other staff.
    - **Professional Growth:** Foster a positive and inclusive work environment that encourages professional growth, learning, and innovation among team members.
  4. **Community Engagement and Partnerships:**
    - **Stakeholder Relations:** Cultivate and maintain strong partnerships with local government agencies, community organizations, and stakeholders to enhance program effectiveness and access to resources.
    - **Advocacy:** Represent BOSS in relevant forums and committees focused on re-entry, criminal justice reform, and social impact.
  5. **Outcome Measurement and Evaluation:**
    - **Data-Driven Approach:** Develop and implement data-driven performance metrics to evaluate program outcomes, track progress, and measure the impact of re-entry programs.
    - **Continuous Improvement:** Regularly assess program effectiveness and make data-informed adjustments to improve results and client outcomes.
  6. **Budget and Grant Management:**
    - **Financial Stewardship:** Assist in monitoring, and manage budgets for re-entry programs, ensuring fiscal responsibility and compliance with grant requirements.
    - **Resource Development:** Identify, pursue, and secure grant opportunities to sustain and expand program offerings, collaborating with the development team.

## MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field required; Master's degree preferred.
- Minimum of (5) years of progressively responsible experience in re-entry, criminal justice, or related social services.
- Strong knowledge of AB109 regulations and requirements.
- Demonstrated success in program development, implementation, and evaluation.
- Exceptional leadership and team-building skills.
- Excellent written and verbal communication abilities.
- Proficiency in data analysis and reporting.
- Commitment to BOSS's mission and values.

## **KNOWLEDGE AND SKILLS**

### *Knowledge of:*

- Intermediate knowledge of Excel, Word, and computer applications related to the work.
- Thorough knowledge of employment-related laws and regulations.
- Applicable federal, state and local laws, rules and regulations.
- Office administrative practices and procedures, including records management and the operation of standard office equipment.

### *Key Qualities*

- Problem solving skills.
- Energized by detailed work needed to develop processes, policies and procedures.
- Enjoys the responsibility associated with ownership of an entire HR function.
- People oriented, exacting and results driven.
- Motivated by coordinating and responding to multiple needs.
- Demonstrated effectiveness with interpersonal relationships, negotiation, and conflict resolution.
- Acts with integrity and maintains confidentiality in a professional manner.

### *Ability to:*

- Plan, supervise, review and evaluate the work of staff.
- Interpret, explain and apply regulations, policies and procedures.
- Communicate clearly and effectively both orally and in writing.
- Plan, prioritize and organize.
- Analyze, evaluate and make sound decisions.
- Prepare clear, accurate and effective reports, correspondence and other written materials.
- Demonstrate interpersonal sensitivity and work with a diverse population.
- Establish and maintain effective work relationships, building trust at all levels of the organization.

## **LANGUAGE SKILLS:**

Ability to read and comprehend instructions, short correspondence, memos, business correspondence and all other mental health related documents. Ability to write clear, concise and accurate correspondence. Effective oral and written communication skills.

## **MATHEMATICAL SKILLS:**

College level mathematical skills required.

## **REASONING ABILITY:**

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram form. Demonstrated skill with problem solving techniques.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by staff member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit, stand, move up and down stairways, talk and hear, drive to and from community appointments. The employee must regularly lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**MENTAL DEMANDS:**

This position requires the individual to work with minimal supervision. Guidance is available as necessary, however, the individual is expected to be able to function autonomously and make individual decisions when appropriate. Position does require ability to interact with a variety of individuals and the ability to meet deadlines and time pressure based on the volume of work.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and/or level of distractions in the work environment are usually moderate.

**HOW TO APPLY:**

*BOSS is an equal opportunity/affirmative action employer that is committed to diversity, equity and inclusion. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*

*BOSS welcomes applications from all qualified candidates, no matter your background. We desire a workforce that is representative of the people we serve and seek people who are open-minded, passionate about housing, criminal justice violence prevention and intervention strategies with an incredibly brilliant and dedicated team.*

*For questions or more information, interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience relevant to the position.*

*Please send your application to [dmayfield@self-sufficiency.org](mailto:dmayfield@self-sufficiency.org)*