

Job Title	PROGRAM MANAGER, 5 th Ward Juvenile Justice Diversion Program
Employer/ Agency	Fifth Ward Community Redevelopment Corp. (Center for Urban Transformation)
Job Description	<p>The JJD Program Manager will maintain a bird’s eye view of all participants’ overall growth and development within the program, oversee youth leadership development through the youth advisory council, manage stakeholder relationships through the 5th Ward Public Safety Leadership Council, and prepare reports.</p> <p>Program management</p> <ul style="list-style-type: none"> • Drive implementation of full purpose and goals of the 5th Ward diversion program to reduce youth incarceration, improve youth development, and improve public safety. • Convene and facilitate meetings with the 5h Ward Public Safety Leadership Council to keep stakeholders engaged, report on program progress, and troubleshoot • Gather and track data on progress toward youth development goals • Facilitate and oversee restorative justice conferences, mentorship, community service, and service provider referrals • Prepare and manage program reporting, community communications and public relations • Supervise and provide for the professional development for the case manager • Manage relationships with leadership at referral organizations and identify opportunities to improve access and services for referred youth <p>Case management</p> <ul style="list-style-type: none"> • Manage a limited caseload of participants proportionate to the task associated with program management • Oversee the intake, enrollment and retention processes for youth. • Report to law enforcement, Harris County Juvenile Probation, HISD and/or the District Attorney that youth has met requirements for check-ins with case manager, and proactively reach out to youth in case of no-shows • Assess needs and risk at program entry and program exit, at minimum • Co-create education, health, mental health, and/or employment goals for youth • Provide direct services using a strengths-based approach in counseling youth to increase individual motivation and ensure participants are on track to meet their goals as well as fulfilling requirements of diversion. • Interview family and identify other community support and resources available to child • Meet with child monthly or more often as needed, including home visits where appropriate • Train, support and assign mentors.

Qualifications	<p>Candidates for JJD Program Manager must have</p> <ul style="list-style-type: none"> • A master’s degree plus five years of experience, or bachelor’s degree with ten years of experience, in Social Work, Education, Public Administration, Psychology or related area. • Experience in human services, youth services, criminal justice reentry or reform services, or juvenile justice • At least two years of experience in supervisory or program management role <p>We will give preference to candidates who</p> <ul style="list-style-type: none"> • Speak Spanish • Are a licensed clinical social worker <p>Other occupational and soft skills that are a must:</p> <ul style="list-style-type: none"> • Commitment to the CUT values of compassion, inclusivity, and respect for people of all backgrounds and life experiences • Demonstrated ability to practice patience and good listening skills, especially with adolescents • Commitment to criminal justice reform • Experience working with vulnerable and marginalized populations • Curriculum development experience • Experience with databases and Microsoft Office software • Experience preparing reports and communications for funders, partners and community leaders • Excellent written and verbal communication skills • Grant writing and fundraising experience • Excellent problem-solving skills
Salary/Hours	\$48,000 to \$55,000 depending on qualifications and experience plus benefits
Employer/Agency	Fifth Ward Community Redevelopment Corporation
Address	4300 Lyons Ave, Suite 300
City, State, Zip	Houston, TX 77020
Contact Person	Zarana Sanghani
Contact Title	Program Officer
Telephone Number	281-974-1597
Fax Number	
Email Address	ZSanghani@fifthwardcrc.org
Application Method	Please send a current resume and cover letter to Zarana Sanghani at zsanghani@fifthwardcrc.org .
Opening Date	Finalists will be asked to submit a writing sample and three professional references. 7/1/19



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