

# **Residential Program Administrator - Education & Compliance Job Description REBOUND, INC.**

**POSITION:** Residential Program Administrator - Education & Compliance

## **GENERAL DESCRIPTION:**

REBOUND, INC. is a grass roots, community-based, non-profit located in North Minneapolis, Minnesota. It was created to regain possession of the life trajectory of African American youth. Rebound, Inc. seeks to partner with community in addressing the over-representation of black youth in the juvenile justice system by leading the way in the innovation and provision of holistic, community centered, education, advocacy, and rehabilitation solutions.

## **PREFERRED QUALIFICATIONS:**

- Masters degree\* in Social Work, Psychology, Sociology, Criminology, Law or other relevant degree AND Two years professional work in a Social Services agency
- OR
- Equivalent combination of education\* and experience

Required license(s):

- Valid driver's license
- First Aid/CPR certificate within 6 months of hire.

\*Candidates must furnish documented proof (transcripts, certificates, diploma, etc.) of post-secondary education.

## **DUTIES & RESPONSIBILITIES:**

*These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification. Regular attendance according to the position's management-approved work schedule is required for all positions.*

The Education Coordinator will create, implement, and evaluate a training and development program of program policies, procedures, and processes in Rebound's Residential Program to carry out the mission of Rebound and meet the organization's values and goals. This position is specifically involved in the implementation of a comprehensive professional development and training program for Residential Program staff, through the communication of available training and professional development opportunities based on compliance with statutes, rules, and certifications governing our Residential Program. This position utilizes a variety of assessment strategies to evaluate programming and inform future practices. Reporting to the Executive Director, this position is responsible for leading the overall coordination of onboarding, continuing training, and program compliance for Rebound's Residential Program.

Duties:

*Training Program (70%)*

- Works collaboratively with fellow Residential Program Administrators to create and deliver an onboarding training program to support new staff members and to develop more seasoned staff members.
- Develops and implements ongoing training and professional development programs for Residential Program staff to advance therapeutic outcomes and ensure evidence-based, trauma-informed practices are followed.
- Manages the continuous updating of training materials and curriculum.
- Identifying training needs and providing on-the-job coaching.
- Evaluates the effectiveness of staff training.

*Professional Development Programming (10%)*

- Drive professional development and training communication and opportunities with all Residential Program staff to ensure strong delivery of programs and increasing employee engagement and meeting professional development goals.
- Collaborate with fellow Residential Program Administrators to develop Youth Engagement Leadership professional development and training program.
- Review and update employee manual for staff as needed.

*Compliance (20%)*

- Regularly audit Residential Program for compliance with statutes, rules, and certification requirements and implement measures to remediate any inconsistencies identified.

**KNOWLEDGE & SKILLS:**

- Must have a proven record of relating well to people and have an engaging personality and be able to speak with confidence in front of a diverse constituency base.
- Some experience in staff /volunteer supervision & risk management is highly desired.

**WORK ENVIRONMENT:** The Education Coordinator is expected to work on-site at all of the Rebound, Inc job sites.

**MORE INFORMATION:** [www.reboundmpls.org](http://www.reboundmpls.org)

**TO APPLY:** Send resume and letter of interest to Christina Botts, Director of Operations, [CBotts@reboundmpls.org](mailto:CBotts@reboundmpls.org).

**COMPENSATION : \$62,000. This is an exempt position.**