



## *POSITION DESCRIPTION*

### **REGIONAL COORDINATOR**

#### Objectives of Position:

- A. To provide Fatherhood, Marriage and Family Strengthening programming to incarcerated fathers and their wife/significant other/children
- B. To provide oversight and management of all aspects of the program in the Ohio Region.
- C. To present the Keeping FAITH (Families And Inmates Together in Harmony) program elements to eligible participants.
- D. To comply with all policies, procedures and tenets of The RIDGE Project.
- E. To assist the Project Director with implementation, expansion and maintenance of the Keeping FAITH program.
- F. To Build and Maintain relationships with Prisons and Prison staff to create better service for RIDGE Project clients.
- G. To promote the RIDGE Project's services in a specific Ohio Region.
- H. To build and maintain relationships with partner agencies in the Region.
- I. To oversee and act as a liaison between all partners in the Region and the RIDGE, and to coordinate services among partners.

Reports to: Executive Director

#### Qualifications:

1. Must demonstrate a lifestyle consistent with the principles and goals of the Project.
2. Must adhere to a strong conviction about the important role a Father plays in his children's lives and must practice that in her/his own life.
3. Must adhere to a strong conviction that strong marriages translate into strong families.
4. Must have a Bachelor's degree in a related field or equivalent in demonstrable life experience.
5. Must have a valid Ohio driver's license and proof of insurance.
6. Must be willing and able to pass state and federal security clearance
7. Must have demonstrated ability to work with at-risk populations (history of working with incarcerated individuals and/or their families preferred), including ability to develop rapport and to maintain discipline.
8. Must have demonstrated leadership skills
9. Must possess good organizational skills and ability to work with minimal supervision.
10. Must have proven oral and written presentation skills and experience.
11. Must have good computer Microsoft Office and internet skills.



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12. Must agree to adhere to the policies and directives established by The RIDGE Project Board of Directors.

#### Specific Responsibilities:

1. Meet regularly, as determined by Executive Director, with Family Program Coordinator and Workforce Development Coordinator, to maintain awareness of all Project activities and issues.
2. Develop and maintain a contact schedule with Prisons, Employers, Partners and other Project-related groups in assigned counties to be aware of activities, needs, etc., and to avoid duplication of services.
3. Must participate in any required program training.
4. Train and manage all Facilitators in the Region
5. Develop and oversee schedules of all Facilitators in the Region
6. Must perform all Facilitator functions, including assessment, workshop preparation and presentation; and organizing and leading trips to the prisons and coordinating drivers, etc., as required by scheduling
7. Maintain data collection records in each participant's file (e.g., assessments, attendance, progress notes, pre/post evaluations, incident reports, correspondence, etc.) in timely fashion, updating no less than weekly.
8. Must enforce and follow all rules and policies of The RIDGE Project, both for the Keeping FAITH project and in his/her personal life as applicable.
9. Collaborate with Executive Director in development of grant reports and proposals.
10. Other duties as assigned.

#### Work contract:

This is a full-time, salaried employee position, hours to be determined with the Executive Director. The work schedule will be variable, as established with the Executive Director and Program Coordinator(s). In general, the Regional Coordinator will work M-F averaging 40+ hours per week. ***Extensive in-state travel required with the possibility of some out of state travel.***

The Regional Coordinator will fill out a time-sheet, which is to be submitted to the Director every two weeks. The Regional Coordinator will be paid by check the following week. The Regional Coordinator will also report verbally at least weekly, to the Director(s).



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This position will be reviewed at least annually by the Director. The Regional Coordinator's monthly reports may be discussed by the Board of Directors. This work contract will be discussed as part of the annual review, or at any other time, at the discretion of the Executive Director or by request of the Regional Coordinator. This position does include health and life insurance benefits. It also includes vacation, holiday and sick leave benefits per board policy.