San José State University Research Foundation

Position: PROGRAM MANAGER

DEPARTMENT: Department of Justice Studies
College of Health and Human Sciences (CHHS)

IMMEDIATE SUPERVISOR: Project Director

POSTING DATE: 5/6/2019

CLOSING DATE: 5/13/2019

SALARY: Range: $90K-$94K, DOQ/E
Full-Time, Benefited

Continuation of the position is dependent upon the availability of government funding/grant.

EXEMPT STATUS: Exempt (Salary)

GENERAL NATURE OF THE POSITION:

The Record Clearance Project (RCP) at San Jose State University (SJSU) assists current and future RCP clients in navigating the expungement process. The Path to Expungement (P2E) mentoring program is part of the Record Clearance Project (RCP) at San Jose State University.

The Record Clearance Project (RCP) Path to Expungement (P2E) Program Manager will help to implement the P2E program. The P2E team of mentors, supported by student assistants and staff, help clients receive needed services and guide them toward eligibility for clearing their records. Duties start while clients are in custody and continue upon release as the P2E team helps clients move forward with their lives.

The P2E Program Manager will perform duties, as noted below.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1) Case Management:
   • Oversee supervision of case management for up to 200 justice-involved individuals a year.

2) Cognitive behavioral therapy / Moral Reconciliation Therapy:
   • Teach cognitive behavioral therapy / Moral Reconciliation Therapy or similar program to groups in custody and in the community.

3) Client/community relations:
   • Provide supervision of community presentations and events regarding the P2E program and services.
   • Represent RCP / P2E program in community and with other agencies and government regarding services provided, results achieved and structural problems clients encounter.

4) Train and supervise mentoring staff as they work with clients moving from custody post-release.

5) Policy:
   • Identify barriers encountered by P2E clients and, in conjunction with RCP policy coordinator, work to increase likelihood of success for P2E clients in moving forward with their lives.
6) File management:
   - Assure that client work is documented and recorded to meet legal, professional and ethical standards.

7) Responsible for overseeing data collection and issuing timely reports to funders regarding program services.

8) Performs other duties as assigned to assist the RCP Director.

INTERPERSONAL CONTACTS:
1. Reports to the Project Director. Advises as to the work in progress.
2. Frequently works and interacts with clients, community, students, SJSU faculty and staff.

QUALIFICATIONS:

1) Education and Experience:
   a) Masters in Social Work (MSW) or related degree or equivalent experience is required.
   b) Minimum of 2 years experience working with justice-involved individuals and in a diverse, multi-cultural setting is required.
   c) Minimum of 1 year experience teaching cognitive behavioral therapy / Moral Reconation Therapy or similar programs is required.
   d) Experience in program or project management and supervision is preferred.

2) Knowledge, Skills and Abilities:
   a) Knowledge and understanding of the expungement process and familiarity with the RCP is required.
   b) Ability to oversee management of large caseload handled by multiple staff.
   c) Exceptional initiative and creativity; strong leadership skills in problem-solving approach to assisting justice-involved people in solving problems and creating new futures.
   d) Knowledge of issues affecting low-income communities and/or communities of color.
   e) Strong interpersonal skills and multicultural competencies.
   f) Ability to collaborate with people from many academic disciplines.
   g) Ability to maintain confidential, sensitive information.
   h) Excellent oral, written and interpersonal communication skills and comfort in public speaking.
   i) Ability to work collaboratively in a team setting with students, people with convictions and community members.
   j) Ability to work in a self-directed, high initiative-low supervision environments.
   k) Ability to speak and write in English and one of the following languages: Spanish or Vietnamese is desired.
   l) Proficient and experienced in Microsoft applications (Word, Excel and G-mail), database record-keeping, and related computer skills.
   m) High level of professionalism and attention to detail. Impeccable follow-through a must.

3) Complexity of Duties:
   a) Exercises independent judgment in developing methods and evaluating criteria for achieved results.
   b) Works on projects where analysis of data or solutions requires an evaluation of various factors.
   c) Work has high impact on department’s ability to provide effective services and ability to meet deadlines.
   d) Works with minimal direction on a variety of projects at any given time.
   e) Works both independently or in a group/team effort.
   f) Various evening and weekend work required throughout the year.

4) Physical Requirements:
   a) Typical office environment and equipment.
   b) Must be able to sit or work at a computer terminal to enter file notes for extended period of times.
   c) Must be able to operate a PC including mouse and keyboard and general office equipment.
   d) Must meet security qualifications for clearance and admittance to local jails.
   e) Must be able to operate a PC including mouse and keyboard.
   f) Visual acuity associated with concentrated computer use.
g) Valid California driver’s license and a good DMV record is required.

PLEASE NOTE: This position is considered a “sensitive” assignment by Research Foundation and CSU policy. Consequently, an offer of employment for this position is strictly contingent upon the successful applicant undergoing and successfully completing the Live Scan (fingerprinting) process.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

SUPERVISORY RESPONSIBILITIES:

Will provide leadership and direction to the Administrative Coordinator and Lead Mentor. Supervises 8 staff and 10 internship students. Program will have a caseload of up to 400 clients/year. Supervises approximately 200 clients participating in cognitive behavioral therapy classes/year.

5) Benefits

The comprehensive benefit package includes:

a) Nine health insurance plans to choose from  
b) Free dental and vision for employee and eligible dependents  
c) Paid Federal & State Holidays  
d) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer Contribution component.  
e) Vacation and separate sick plans  
f) Employee Discounts  
g) Paid Training and Conferences

APPLICATION PROCEDURE

To apply for this position, an applicant is required to submit a formal application for employment, as well as a resume and a letter of interest. The applicant may do this via e-mail or by regular mail. The formal employment application is located at http://www.sjsu.edu/researchfoundation/open/Employment%20Application%20Form_new.pdf

The employment application may also be obtained from the Research Foundation through its web site at http://www.sjsu.edu/researchfoundation/open/index.html.

An applicant may also apply in person by visiting the Research Foundation, located at 210 North 4th Street, 3rd Floor, San Jose, CA (corner of St. James and North 4th Streets). In-person applicants will be provided a formal employment application to fill out. Please address your formal application, your resume and your letter of interest directly to:

San Jose State University Research Foundation  
Attn: HR/Job Code PGMGR  
210 North 4th Street  
San Jose, CA 95112  
E-mail: foundation-jobs@sjsu.edu

Reasonable Accommodation:

The San Jose State Research Foundation is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the
email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information. You may also call (408) 924-1400 from 8:00am to 5:00pm (PST), Monday through Friday, excluding holidays, to get assistance.

The Research Foundation provides excellent benefits package to benefited employees. Please visit http://www.sjsu.edu/researchfoundation/humanresources/benefits/index.html to get more details.

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a 501 (c) (3), non-profit auxiliary of San Jose State University. SJSURF is totally self-supported. The majority of the organization’s funding comes from the federal government and from other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

A background check (including a criminal records check) must satisfactorily be completed before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.