



Working Title: Assistant In-Custody Program Director

Job Category: Full-Time Staff Position

Job Summary: The Assistant In-Custody Program Director (AICPD) helps oversee and operate the 30+ in-custody programs that are in place at the San Luis Obispo County Juvenile Hall, Jail, and Honor Farms. Primary responsibilities include designing performance objectives, program implementation, and monitoring of programming to meet desired outcomes, collaborating with the SLO Juvenile Hall and Jail liaisons in the proposal and development of short and long term program planning, and serving as lead or co-facilitator on some facilitated programs. Work also includes onboarding and managing the in-custody intern team, building relationships with and recruiting community partners to support our in-custody programs, and managing small grant writing, implementation and reporting for in-custody programming.

Salary Range: DOE

Work Hours: Work hours may vary depending on operations, including some weekend and evening commitments.

Required Qualifications:

1. Understands and practices a restorative justice approach to the criminal justice system.
2. Ability to take initiative and independently plan, organize, coordinate, and implement work in various situations where numerous and diverse demands are involved.
3. Ability to organize and plan work and projects, to handle multiple priorities and to anticipate problems and address them proactively. Strong conflict management skills.
4. Ability to make independent decisions, maintain confidentiality, and exercise sound judgment.
5. Ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
6. Ability to use active problem solving and effective interpersonal skills while interacting with front line contacts and community members: schools, businesses, government, faith organizations, etc.
7. Excellent verbal and written communication skills.
8. Experience working with diverse populations.
9. Ability to consistently demonstrate compassion, empathy, and professionalism.
10. Experience in the use of computers, common office equipment (fax, copier, printer, multi-line phone, scanner, etc.), and software systems including Microsoft Office Suite (Outlook, Word, Excel, Powerpoint) and Google Suite (Drive, Sheets, Docs, Calendar, etc.).

Conditions of Employment: Ability to pass a background check for clearance into SLO County Jail and Juvenile Hall and California Men's Colony (CMC).

Preferred Qualifications:

9. BA in a related field or relevant certification or AA (ie Drug and Alcohol Counselor)
10. Management experience (volunteer and/or paid staff)
11. Proficient in facilitating evidence-based practices (Thinking For A Change, Moral Reconciliation Therapy, Seeking Safety, etc.) and the Alternatives to Violence Project (AVP).
12. Bilingual and biliterate (Spanish/English).

To Apply: Please submit a cover letter, resume/CV and one letter of reference.

HR Contact: Olivia Lopes, In-Custody Program Director, olivia@restorativepartners.org