



Dismas of Vermont
ASSISTANT HOUSE DIRECTOR JOB DESCRIPTION
Women's Dismas House

Dismas of Vermont's (DoV) mission is to reconcile individuals with society and society with individuals. DoV, an organization focused on providing shelter and support to individuals making the difficult transition from incarceration to new lives, is seeking a committed, goal-driven person to join the team and support a congregate home of between 6 to 8 formally incarcerated residents and its local community.

The full-time Assistant House Director supports the daily operation of the house and residents as they work to transition back into the community. Responsibilities include many aspects of residential life, community outreach and fundraising, volunteer management, and house data record keeping.

The most critical measure of success of this position, and indeed the entire organization, is the successful transition of house residents back into our communities. Dismas strives to support residents in that challenging transition **and** to support our communities in reconciling with the residents.

Core Responsibilities:

- Residential Life
 - Work with the DOC referral process.
 - Maintain a working knowledge of Probation and Parole processes, requirements, and protocols with individuals and transitional housing partners.
 - Create a house community of trust, acceptance, support, and personal accountability in partnership with staff and residents.
 - Attend weekly house meetings with residents to encourage and facilitate each resident's commitment to the house and community.
 - Work to ensure consistency of the volunteer cook program and share facilitation responsibilities with the House Director.
 - Plan and participate in resident outings that include volunteer and outreach opportunities, house activities, and group outings.
 - Accounts Payable Processing
- Data Management and Reporting
 - Maintain records in both the Resident Database and the DOC's Offender Management System in a consistent, accurate and timely manner.

- Collaborate with the House Director and other DoV staff to track various aspects of residential success, including evaluations, outcomes measurements, and reporting.
- Ensure the house is properly maintained with the support of the House Director.
- Develop and maintain a collaborative relationship with the DOC's local probation and parole office.
- Build deep relationships with local council members, volunteers, community stakeholders, and staff.
- Attend and participate in local and statewide staff meetings, as well as the annual organization retreat.
- Collaborate with statewide staff in new program development.
- Other responsibilities as assigned.

Qualifications:

- Demonstrated track record of achieving goals in collaboration with others.
- A degree in Social Services, Business Administration, or a relevant field, and/or experience in a supervisory role in either a non-profit or for-profit organization.
- Proficiency with Microsoft 365 software and databases.
- Strong interpersonal, written, and verbal communication skills.
- A self-motivated, charismatic individual with a high degree of organization, creativity, and the desire to inspire others through action.
- Possess personal traits such as compassion, empathy, and cultural competence, and be ready, willing, and able to learn.
- The ability to work as a team player and independently.
- Familiarity with Trauma Informed and Restorative Practices. Knowledge of Contingent Management programs is a plus.

Employment Requirements:

- Successful background and reference check.
- Reliable transportation for commute and daily activities.
- Willingness to work on premises, and at community and organizational events.
- Ability to work a flexible schedule.

Additional Information:

- The salary range for the House Director is \$20.00 - \$25.30, with a generous benefits package.
- This position reports to the House Director.

Please submit a cover letter and resume via email to kaylee@dismasofvt.org

www.dismasofvt.org