

ASSISTANT HOUSE DIRECTOR
(Drafted 08/12/2025)

Dismas of Vermont's (DoV) mission is to reconcile formerly incarcerated individuals with society and society with formerly incarcerated individuals. DoV, an organization focused on providing shelter and support to people making the difficult transition from incarceration to new lives, is seeking a committed, goal-driven leader to join the team and lead a congregate home of 7 to 11 formally incarcerated residents, the local community, and staff.

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 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.

Residential Life

- Work with the Department of Corrections (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 ensure each resident's commitment to the house and community.
- Ensure consistency of the volunteer cook program and share facilitation responsibilities with the House Director.
- Planning and participating in resident outings that include volunteer and outreach opportunities, house activities, and group outings.
- Accounts Payable processing.

Data Management and Reporting

- Proper record keeping in both the Resident Database and the DOC's Offender Management System.
- 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.
- Demonstrated values and beliefs that incarcerated individuals are not the sum of their life experiences, and a willingness to give second chances.
- Experience in a supervisory role in either a non-profit or for-profit organization.
- Proficiency with Microsoft 365 and database management.
- 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.
- This is not a remote position and reports to the house daily.

To apply, please submit a cover letter and resume to heather@dismasofvt.org