



**Dismas of Vermont**  
**STEP-DOWN HOUSING PROGRAM CASE MANAGER JOB DESCRIPTION**

Dismas of Vermont's (DoV) mission is to reconcile former prisoners with society and society with former prisoners. DoV is an organization focused on providing shelter and support to men and women making the difficult transition from incarceration to new lives. DoV is seeking a committed, goal driven leader to join our team and support six to nine formerly incarcerated residents in master lease programming with several property owners.

As a Step-Down Housing Program Case Manager, you will be responsible for overseeing all aspects of a scattered site housing program, ensuring the successful implementation, operation, and management of housing initiatives aimed at providing stable and supportive housing for individuals. You will play a critical role in coordinating resources, working with Dismas House staff, and fostering partnerships to achieve program goals and promote the well-being of program participants.

The most critical measure of success for 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 Dismas residents.

**Core Responsibilities:**

- Program Development and Implementation:
  - Develop and implement comprehensive strategies and plans for the scattered site housing program.
  - Identify target populations and develop appropriate housing solutions tailored to their needs.
  - Collaborate with stakeholders to design and implement supportive services to promote housing stability and self-sufficiency.
- Operations Management:
  - Oversee the day-to-day operations of the scattered site housing program, including property management, leasing, and tenant relations.
  - Ensure compliance with all relevant regulations, policies, and procedures governing housing programs.
  - Monitor program performance and outcomes, implementing improvements as needed to enhance effectiveness and efficiency.
- Residential Life
  - Screen and interview potential residents, and communicate commitments and expectations if accepted.

- Maintain a working knowledge of Probation and Parole processes, requirements and protocols with individuals and transitional housing partners.
  - Create a community of trust, acceptance, support and personal accountability in partnership with staff and residents.
  - Facilitate regular meetings with residents to ensure each resident's commitment to themselves and community.
  - Plan, participate and lead resident outings that include volunteer and outreach opportunities, house activities and group outings.
  - Provide direct support to residents through case management practices.
- Data Management and Reporting
    - Ensures proper record keeping in both the Resident Database and the DOC's Offender Management System.
    - Complete weekly and monthly reports.
    - Collaborate with DoV Program Manager and staff to track various aspects of residential and financial success for Dismas, including evaluations, outcomes measurements and reporting.
  - Other responsibilities as assigned.

**Qualifications:**

- Demonstrated program management skills, and a track record of achieving goals in collaboration with others.
- A degree in Social Services, or a relevant field, and/or experience in a senior leadership position in a non-profit or for-profit organization.
- Proficiency with Microsoft 365 software and databases.
- Strong interpersonal, written and verbal communication skills.
- Self-motivated, charismatic individual with a high degree of organization, creativity and the desire to inspire others through action.
- Personal traits such as compassion, empathy, cultural competence and be ready, willing and able to learn.
- Ability to work as a team player and independently.
- Basic fundraising or sales knowledge, and a willingness to learn.
- Familiarity with Trauma Informed and Restorative Practices. Knowledge of Contingency Management programs a plus.
- Familiarity with substance use disorders, mental illness and non-stigmatizing approaches to treating people with such condition.

**Employment Requirements:**

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

**Salary Information**

- \$65,000 - \$75,000 Annually
- 40 Hours Per Week
- Generous benefit package including 100% employer paid health insurance for you and your family and an automatic 3% employer contribution to your retirement fund.

**Please submit both a cover letter and resume to [jim@dismasoft.org](mailto:jim@dismasoft.org)**