

Job Description

RESIDENTIAL PROGRAM MANAGER

The Transformation Project is in search of a live-in Residential Program Manager (RPM) to join our team. We are passionate about serving men who are transitioning out of corrections through providing a variety of services, including a supportive and structured residential program. Ideal candidate(s) for the role are a man or a husband and wife that are growing spiritually in the Christian faith and feel called to disciple and lead men transitioning out of corrections. The RPM(s) will be the leader of a team supporting the residents in the program. The support team will include mentors for the residents, peer leaders, the Transformation Project Operations Team, and volunteers as needed. We encourage anyone who has been incarcerated and/or in sustained recovery to apply.

Specific Duties & Responsibilities:

- Live-in program oversight and execution per Residential Handbook and associated policies
- Exemplify and promote a holistic approach to reentry and recovery in the areas of faith, integrity, sobriety, and health
- Involvement in daily and weekly operations including, but not limited to:
 - Meetings
 - Meals
 - Chores
 - Room Inspections
 - Drug Screenings
- Involvement in all resident transitions including intake interviews, program graduations, and program dismissals
- Maintenance of records, forms, reports, and other necessary resident information
- Active member of the Operations Team
- Participation in recovery coaching and/or other skills development training as requested
- Report and follow-up on any operational or maintenance issues
- Oversee general safety and wellbeing of the residence and residents
- Other duties assigned by Program Director or Board of Directors

Physical & Mental Requirements:

- Ability to identify, report, and follow instructions
- Ability to self-start, self-motivate, and prioritize based on program needs and growth
- Effective written and verbal communication skills
- Must be at least 21 years old
- Must have daily use of a vehicle
- Must be available by phone

DETAILS

Schedule:

Live-in position with evening and weekend commitments

Flexibility:

Other daytime work and/or school is possible. Schedule is negotiable. RPM will coordinate with peer leaders to allow each person (including the RPM) days off and time off

Education:

High School Diploma or GED or equivalent. Valid Maine driver's license.

Salary:

Monthly salary

Benefits:

Separate apartment on-site with utilities included

Vacation:

2 paid weeks/year

Supervisor:

Residential Program Committee

Summary:

The Board of Directors and Operations Team at the Transformation Project is committed to supporting the Residential Program Manager (RPM) in their personal growth and development in their faith, integrity, sobriety, and health. We understand that a role of this nature is highly involved and requires intentionality to ensure that rest, healthy relationships, and overall wellness are incorporated and being exercised in the life of the RPM. The team desires for this to be a partnership to show men in reentry and recovery that restoration is possible.

To Apply:

1. E-mail a cover letter, resume, and contact information for three references to contact@ttpmaine.org; OR
2. Mail a cover letter, resume, and contact information for three references to:

RPM Search Committee
The Transformation Project
907 Main Street
Westbrook, ME 04092

The Transformation Project is a Maine 501(c)(3) nonprofit on a mission to see Jesus Christ transform lives and better our communities by offering reentry opportunities.

OUR MISSION

To see Jesus Christ transform lives and better our communities by providing reentry opportunities.

TRANSFORMATION
project

907 Main Street
Westbrook, ME 04092

www.ttpmaine.org