



## **Admissions Manager Position** Nashville, TN

### **ABOUT DISMAS INC.**

#### **HISTORY**

In 1974, Father Jack Hickey and a group of Vanderbilt University students came up with an idea. What if, they asked, we could create a safe haven where we could share a home with former offenders transitioning out of prison — a place that would build a deeper sense of community for both parties and would help formerly incarcerated individuals find supportive services, obtain jobs and become full and successful participants in the larger society.

As Father Hickey saw it, college students and the formerly incarcerated were at a similar stage in life — preparing to take their place as contributors to society. He believed each could benefit and learn from the other. This vision was the genesis of Dismas House, which opened in Nashville later that year as an extension of the Vanderbilt Prison Project. Across the United States and internationally, other organizations have applied the Dismas House model, which has been widely recognized for its success.

#### **HOW IT WORKS**

For the formerly incarcerated, having a place to stay in a supportive environment is the first step toward successful re-entry to society. Having a home, and not just a house, can make all the difference.

Upon their release, returning citizens who have been carefully screened, live at Dismas House of Nashville as they transition back into the community. They find a safe haven and a family-like atmosphere amid staff and volunteers who become part of their daily lives. Typically, residents live for 6-9 months at Dismas House, which is built on a framework of support, self-sufficiency and personal accountability. Professional care managers help to match them with resources to meet each residents' unique needs. For their part, residents stay for a minimum of 90 days, uphold positive standards of living, participate in a holistic programming model, are active members of the household and broader community, and pay a modest program fee. They leave with a stable income, a supportive network of friends, a greater sense of self-worth, a fresh chance and real hope for the future. In this way, Dismas House combines a mission of caring with a unique form of crime prevention. It works.

To learn more about the impact of Dismas House of Nashville, please visit <http://www.dismas.org>.

## **THE FUTURE**

Dismas House of Nashville is in the final stages of an incredible multi-year expansion project culminating to a move to a beautiful, brand-new facility this March! This new construction build of a 4-story, 22,000 sq.ft. space will allow the organization to accommodate 72 clients by serving as a center of community, housing, programming, and culture. To meet the needs of clients, Dismas is scaling to a staff of 23 employees who will oversee executive, administrative and direct service responsibilities.

## **POSITION SUMMARY**

Working from the Nashville campus and reporting to the VP of Programs, Dismas House of Nashville seeks a full-time Admissions Manager to oversee the entire admissions process, resident intake, prison in-reach and coordination with correctional facilities, and assist in care management of residents in a transitional living program for men coming directly from correctional facilities. We're looking for a compassionate, care-driven professional who believes in facilitating wellness for residents and their families and will take initiative in instituting care management policies and effectively communicating with residents, Dismas staff and re-entry counselors in the prisons. The ideal candidate can start by April 1, 2020 and will have flexibility with work hours including the ability to work some evenings and some weekend hours as needed. Further, the ideal candidate must have a reliable car, be comfortable going inside prisons, be eligible for a TDOC badge, and have experience and/or passion for working with formerly incarcerated individuals.

**Note:** Initially, the individual in this position will spend roughly half of their time doing regular case management tasks and half of their time focused on admissions. As the numbers of residents increase, the Admissions manager will do less care management and more solely focus on Admission related tasks.

## **PRIMARY RESPONSIBILITIES**

### **Admissions Coordination**

- Review inquiry letters and written applications; Schedule, conduct, and coordinate interviews by phone or in-person of candidates through correctional facilities; manage selection criteria and process.
- Communicate on a regular basis with the VP of Operations to handle the logistics of new resident arrival.
- Administer procedures and protocols for admission so that each potential resident receives consistent, attentive communication throughout the admissions process.
- Handle inquiry emails and phone calls from correctional facilities and the community.
- Ensure all applicants' information is documented, held confidential, and are entered into tracking system.
- Work with Facilities Team to maintain updated bed availability and facility services information.

- Oversee all inquiry, intake and discharge activities including reporting admissions and discharges with Dismas staff and correctional staff (parole officers, case managers, etc.).
- Participate in meetings to alert appropriate staff members of projected admissions, room changes, discharges and interviews.
- Communicate special needs of new admissions to staff to ensure a smooth transition.
- Document and track program fee payments and deposits.
- Serve as a point of contact with TDOC during admissions. Assist with intake and first 48 hours of residency.

### **Prison In-Reach**

- Develop relationships and work closely with re-entry counselors at the prisons in order to more effectively bridge the transition from prison to Dismas House.
- Attend resource fairs, as needed, as a representative of Dismas House at prisons and jails throughout the State.
- Serve as a point of contact with TDOC and Parole Officers during admissions and intake.

### **Care Management**

- Serve as part of a care team that assesses resident needs and prepare re-entry plans ensuring needed services are provided to each client.
- Oversee intake and care management for new residents, particularly in first 48 hours.
- Work closely with care managers to handle logistics of new resident arrival.
- Meet weekly with clients when needed to assist them in establishing goals; discussing progress on these re-entry goals; development of life skills; and provide supportive environment for the discussion of life issues, including in part housing entitlements, employment, counseling, substance abuse programs, education and parenting skills. Schedule necessary appointments in tandem with residents.
- Conduct monthly and/or as needed resident urine tests.
- Arrange meetings with appropriate specialists and program partners that will assist clients in securing housing, employment and other services.
- Monitor and adjust resident status based on changing needs and conditions.
- Communicate regularly with residents about residential policies and resident concerns, answering questions about their needs, goals and treatment plans.
- Schedule and, if necessary, escort/transport clients to outside service agencies as needed.
- Prepare required forms and keep accurate, up-to-date documentation on all clients. Including but not limited to, re-entry plans, case notes, etc.
- Attend all mandatory trainings, workshops and meetings as required.
- Maintain regular communication with Probation/Parole Officers about concerns and/or change of status of residents.
- Room searches as needed.
- Attend and escort residents on outings.

- Performs other duties as assigned and needed.

### **DESIRED BACKGROUND & PERSONAL ATTRIBUTES**

- Bachelor's degree in behavioral or social sciences, or related field required. Master's in Social Work or related field preferred.
- 1-3 years of related experience in social services and/or case management, preferably in a non-profit setting. Those with a background in human resources, workforce development, teaching, or counseling experience are also encouraged to apply.
- Strong written and verbal communication skills and a capacity to communicate effectively empathetically and with a trauma-informed approach to the clients we serve.
- Propensity to work with energy, a high degree of initiative and from a positive perspective while maintaining flexibility and attention to detail.
- Enormous passion for and commitment to the mission of Dismas House and understanding of prison culture desired.
- Strong organizational and administrative abilities, including increasing efficiencies around systems, procedures and protocols.
- Excellent computer skills and knowledge of database programs and Windows-based operating system.
- Comfortable going inside correctional facilities and qualified to get a TDOC badge.

### **COMPENSATION**

Compensation is commensurate with education and experience. Excellent benefits package provided through the State of Tennessee.

**Interested parties should send resume and cover letter to the attention of Julie Doochin, VP of Programs, at [careers@dismas.org](mailto:careers@dismas.org). No phone calls please.**

*Dismas Inc. is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBT applicants.*