



Benedict Center

Compassion • Justice • Action • Transformation

POSITION: Program Director, Sisters Program

REPORTS TO: Director of Programs and Operations

POSITION PURPOSE: Directs the day to day administration of the Sisters Program, a program to provide support, services and advocacy to increase the health and safety of women in the street based sex trade.

The program includes a street outreach team, two daytime drop in centers for women in the street based sex trade on the North and South sides of Milwaukee with staff providing crisis stabilization, respite including showers, meals and a sleeping area, individual advocacy including accompaniment and sexual assault advocacy, case management, counseling, housing assessment and navigation, partnerships with systems on housing and diversion instead of arrest, group education and support, and an overnight warming room on the South Side during the winter months.

The Sisters Program is a part of the Benedict Center, providing community-based substance abuse and mental health treatment, education and support to women in the criminal justice system so they can live safer and healthier lives for themselves, their children and our community. Other programs include Women's Harm Reduction, Women's Reentry, and Community Justice.

RESPONSIBILITIES:

Program Development/Management (75%)

- Ensure that participants receive respectful, evidence-based, caring services in every contact with the Sisters Program.
- Supervise and support staff, volunteers and student interns through meetings, observation, individual staff support, work plans and written evaluations.
- In consultation with supervisor, recruit, hire, direct, evaluate, reward, discipline and terminate staff in accordance with organizational policy and applicable laws and regulations.
- Create and build a robust volunteer and intern program including screening, training, supervision, evaluation, support and recognition.
- Promote skill enhancement through staff, intern and volunteer training and ongoing education.
- Ensure all program direct services, including street outreach, case management, respite services, groups, and other activities are performed as planned and producing target outcomes. Re-direct staff and make adjustments with supervisor as needed.
- Maintain an active presence at both drop in centers and availability to winter warming room and outreach team for problem-solving, conflict resolution, de-escalation of crisis situations, and backup support.
- Create clear, defined roles and process for Sisters program participants to provide feedback and ideas for program improvement, volunteer inside the program, develop leadership skills and become involved in agency efforts in system change.
- Update program policies and procedures as needed to ensure they are in keeping with best practice standards, risk management strategies, and the culture and philosophy of the program.

- In consultation with supervisor, monitor and adhere to the program's budget. Oversee and manage program expenditures by Sisters staff members. Identify program needs to supervisor and make adequate and timely adjustments to expenditures as needed.
- Actively engage as a member of the agency management team to ensure alignment and engagement of the program in the agency's mission and work.

Strategic Partnership Development (10%)

- Work with Sisters Program South Advisory Committee, comprised of representatives of our principal partners: School Sisters of St. Francis, Sinsinawa Dominicans, Sisters of St. Joseph of the Third Order of St. Francis, Congregation of Sisters of St. Agnes, School Sisters of Notre Dame, Ascension Lutheran Church and Sisters participant representatives to support the program.
- In collaboration with supervisor and Executive Director, help develop a Sisters Program North Advisory Committee, comprised of faith partners, community members, and Sisters participant representatives to further develop and support the North side drop in location.
- Work with local/statewide agencies and partners addressing homelessness, sexual assault/abuse, human trafficking and domestic violence.
- Collaborate with Benedict Center leadership, multiple program partners and community stakeholders on strategic initiatives including Milwaukee County Housing Division, Medical College of Wisconsin, the Milwaukee Police Department, the Milwaukee County District Attorney's Office, community stakeholders including neighborhood and business associations.

Evaluation, Outcomes, and Research (10%)

- Ensure all data collection and program evaluation activities are accurate, timely, and recorded/reported to necessary parties. Ensure accurate and timely documentation of client service activities in electronic medical record system, VOCA reporting mechanisms, and Clarity housing database.
- Collaborate with academic partners (ie: Medical College of Wisconsin, UWM) to evaluate the impact of the Sister's Program via the RedCap project.

Program Expansion and Sustainability (5%)

- Work with supervisor and Executive Director to promote the program.
- Ensure that program deliverables are achieved in a manner consistent with grant-funded projects.

QUALIFICATIONS:

- Bachelor's Degree, Master Degree preferred in Social Work, Public Health, Women's Studies, Criminology, Sociology, Nonprofit Administration, or related areas or commensurate with experience.
- Minimum 5 years of nonprofit program management experience.
- Minimum 3 years of experience supervising staff, including peer and entry level.
- Knowledge of the criminal justice system.
- Demonstrated ability to work well with individuals from diverse backgrounds in an inclusive, open and respectful environment.
- Knowledge of mental health, sexual violence, AODA clinical issues, Stages of Change, Motivational Interviewing, gender-responsive, trauma-informed care practice.
- Commitment to the theory and practice of Harm Reduction, including but not limited to welcoming active drug users, overdose prevention and support, and developing the leadership of program participants.
- Commitment to self-reflection, accountability, and providing culturally-effective services.
- Commitment to utilizing evidence-based practices.

- A strong commitment to advocate for social justice.
- Excellent written and verbal communication skills, including experience with progress reports and meeting facilitation.
- Strong organizational and time management skills.
- Experience managing grant funded projects, including government funding.
- Self-directed, effective management style with knowledge of progressive management techniques.
- Computer literacy and experience with databases and excel worksheets.
- Valid driver's license and automobile with current insurance
- Adherence to all policies of nondiscrimination without regard to race, color, religion, national origin or citizenship status, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status.

TERMS:

- Full-time, exempt position
- Paid vacation and personal/sick time
- 12 paid holidays
- Health Insurance provided, Dental and vision insurance available
- Short-term disability, life, accident and other insurances also available
- Opportunity to join a caring and committed team of professionals
- Benedict Center is committed to a diversified workforce

Email cover letter and resume to hr@benedictcenter.org