



Rebuilding Lives for a Safer Community

JOB POSTING

Facility	Fayetteville Residential Reentry Center
Posting Date	February 22, 2019
Closing Date	March 8, 2019
Job Title	Facility Director

Type of Position: **Full-time** **Part-time** - shifts may vary

Applicants may apply at www.alstonwilkessociety.org by completing the online application (include resume) and faxing to (866) 647-5998; email to hrdepartment@aws1962.org or mail to: 3519 Medical Dr., Columbia, SC 29203, Attn: Toi D. Reid-Worley, Director, Human Resources. Internal applicants may apply by submitting a letter of interest and an updated resume.

GENERAL DESCRIPTION

The Facility Director, under the direction and supervision of the Director of Residential Re-entry Programs, is responsible for all functions related to managing, supporting, and facilitating appropriate services to meet the needs, safety and welfare of the clients. The Facility Director must ensure accountability of clients and overall responsibility of facility operations. The Facility Director must keep the supervisor informed of all aspects of the program/facility. The Facility Director must be available on-site approximately 40 hours per week and perform 24 hour on call crisis services as Staff Duty Officer (SDO) as required.

MINIMUM QUALIFICATIONS:

Knowledge:

- Criminal Justice System/Population Served
- Community Resources and Services
- Computer and Spreadsheet Development

EDUCATION REQUIREMENTS

- Master's Degree in Social or Behavioral Science from an accredited college or university with a minimum of two years of relevant experience in a related field with a minimum of two years in a supervisory position, and demonstrated administrative ability and leadership
- Consideration will be given to Bachelor's degree individual with a minimum of five years of relevant experience in a Social or Behavioral Science field from an accredited college or university
- An approved writing sample exemplifying clinical documentation will be required for employment

LICENSES AND CERTIFICATION

- Valid Driver's License and proof of insurance
- Proof of education and credentials will be required for employment

APPROVED BY: S. Anne Walker, Executive Director

EOE/AA

