

TRICOR REENTRY PROGRAM DIRECTOR

CENTRAL OFFICE

Salary \$56,689 - \$71,983 Annually

Job Class: Executive

Location: Nashville, TN



To apply send resume/application and salary requirements via email to:

TRICOR.HumanResources@tn.gov

Or by mail to:

TRICOR
Central Office
6185 Cockrill Bend Circle
Nashville, TN 37209

For more information contact:

Nikki Turner
615.741.1779



All State of Tennessee facilities are smoke free environments. The State of Tennessee is an equal opportunity, equal access, affirmative action employer.

Job Description:

TRICOR is seeking an exceptional individual to implement and oversee learning and development opportunities for offender participants in the TRICOR program. This will ensure that all program participants have the opportunity to reach their professional and personal potential through occupational skills training, the earning of nationally recognized certificates, apprenticeship opportunities and personal development programs. This position is responsible for monitoring the integrity and efficacy of standardized programming and developing new technical skill opportunities for offenders to ensure their success upon release.

This position works closely with the Chief Transition Officer and provides support and assistance when needed to enhance the vision of the Strategic Business Unit (SBU) and its strategic objectives.

Primary Responsibilities:

- Responsible for monitoring the Parole Readiness Program curriculum at all locations. Maintain and monitor schedules to ensure required curriculum is taught on a routine basis throughout the organization.
- Responsible for continuous improvement and maintenance of offender career centers based on industry documented best practices.
- Supervise and develop two full time Community Resources Coordinators and one part-time Offender Services representative.
- Understand, interpret and enforce the Department of Correction and TRICOR's policies and procedures as they relate to offender programming and services and SBUs operations.
- Support the SBUs in all areas related to offender workforce learning and development.
- Work with the Chief Transition Officer to develop apprenticeship programs within TRICOR Operations. Assist the Chief Transition Officer on monitoring the apprenticeship programs to ensure compliance with federal guidelines.
- Provide Offender Service Coordinator support where needed to include facilitating classes and assisting in transitional case management work.
- Maintain database of reentry resources to include, but not limited to, transitional housing, benefit reconnections, and identification renewals for the Offender Programs Team use in transitional planning.
- Oversee the TRICOR Central Office Offender Program and complete all duties associated with it to include managing division managers, acting as liaison between Tennessee Prison for Women's Inmate Job Coordinator and TRICOR, completing offender payroll, etc.
- Manage, understand and interpret TRICOR and the TDOC policies and procedures as they relate to the offender workforce.
- Track and report offender workforce programming statistics, analyze departmental data, and develop strategies to improve results.
- Provide support to Offender Programs staff and other members of the organization on behalf of the Chief Transition Officer.
- Must be able to pass a background check and drug screen.
- 25% of your time requires statewide travel

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Education and Experience:

- Bachelor's degree in Education, Social Sciences, Criminal Justice or related field(s) required. Master's degree, Corrections and/or Reentry and Offender Workforce Development Specialist (OWDS).
- Three to five years management experience is preferred.

Key Competencies:

Time Management, Excellent Verbal & Written Communications, Customer Focus, Critical Thinking, Cross functionality, Judgment and Decision Making, Creativity, Relationship Management, Results Oriented, People Development, Process Management, Effective Team Building and Lifelong Learner.

State of Tennessee Benefits

Health Insurance	401K & Retirement Pension Plans
Dental Insurance	Textbook Reimbursement
Vision Insurance	Continuing Education Discounts
Incentive Plan (subject to plan criteria)	Employee Learning & Development
Flexible Spending Accounts	Life Insurance

For more information regarding health options you may visit:

<http://www.partnersforhealthtn.gov/>

For State of Tennessee pension plan:

<http://treasury.tn.gov/tcrs/PDFs/hybridplan.pdf>

For Deferred Compensation – 401K:

<http://treasury.tn.gov/dc/>

TRICOR exists to provide occupational and life skills training for Tennessee's incarcerated population through job training, program opportunities, and transitional services designed to assist Offenders with a successful reintegration into society. TRICOR operates multiple businesses ranging from data entry and printing to agriculture and manufacturing. TRICOR offers Tennessee's state, county and local government's quality goods and services and competitive pricing.

TRICOR transforms lives on a daily basis.

TRICOR designs programs to make an impact on the lives of offenders and prepare them for success after release.



TRICOR is committed to continuous performance improvement, which enhances the impact it has on the offender workforce by making them a critical part of a team driven by internationally-recognized high performance standards. To accomplish this, TRICOR uses the Malcolm Baldrige Framework and participates in the Tennessee Center of Performance Excellence (TNCPE) process. TNCPE, a non-profit organization dedicated to making Tennessee a better place to live and work through use of the national Baldrige Excellence Framework, has provided TRICOR with the tools and development necessary to move our organization toward best in class status. Our involvement has not only strengthened our business and program operations, but is providing our offender workforce the opportunity to work and develop their skills in an environment, which prepares them to achieve self-sufficiency once released from prison.