**Program Director – Alameda County Transitional Day Reporting Center**

LCA is seeking qualified applicants for the position of Program Director at our Transitional Day Reporting Center (TDRC) in Alameda County. This is a full-time, exempt (salaried) position. LCA operates the Transitional Day Reporting Center under contract with Alameda County Probation.

The Program Director has overall administrative and operational responsibility for the delivery of all services provided at the facility and in the community. As the principle point of contact for Alameda Probation, the Program Director is the operations manager for all programmatic issues and has supervisory responsibility for the program staff.

**Minimum qualifications and experience:** Master's Degree in Social Sciences or related field with at least one year of program management experience in a program setting highly desirable. This requirement may also be met if holding a four-year degree in Social Sciences or related fields, and the equivalent of three cumulative years of documented experience demonstrating a history of program management experience in criminal justice or social services program or by having a two-year (AA or AS) Degree and the equivalent of five years of full-time program management experience in criminal justice or related social service programs combined with demonstrated familiarity working with the target population.

**Desirable qualifications:** The Program Director should have demonstrated, successful experience administering a criminal justice or related multi-service social services program, utilizing evidence-based practices, and experience with community collaboration within the last five years. Have a demonstrated commitment to social justice. Possess in-depth knowledge of trauma-informed care, risk/need/responsivity principles, gender responsiveness, cultural competency and Motivational Interviewing. Proven ability to learn-on-the-fly and lead teams through change. Strong written, critical thinking, and interpersonal communication skills. Proven ability to manage multiple projects simultaneously. Experience in quality assurance practices. Excellent computer skills (Outlook, MS Word, Excel). Experience in program reporting, employee performance management, budgeting, finance and evaluation. Proven ability to develop linkages among service delivery systems and community-based resources.

**Salary range:** $72,000-$80,000 per year DOE + excellent benefits

**To apply:** Please write a cover letter outlining how you meet the minimum requirements and send a current cover letter and resume to jobs@lcaservices.com. Include in the email Subject line: **TDRC/Program Director**. Please no phone calls.

Please note that all staff are required to complete Live Scan fingerprinting following an offer of employment. Criteria for approval or denial of a position include not currently on parole, mandatory supervision, PRCS or probation or under any structured supervision as a result of criminal conduct; not required to register per Health and Safety Code Section 11590, Penal Code Section 290, and/or Penal Code Section 451.