



**The RIDGE Project, Inc.**

The Ridge Project, Inc. is a Christian, 501(c)(3) non-profit organization, founded in 2000 and dedicated to serving the youth and families of Ohio. We specifically target youth, families and incarcerated fathers with the ambitious goal of ending generation cycles of family disintegration by training our clients how to have strong, healthy and permanent marriages and how to be responsible citizens and role models in their schools, families and/or communities.

<b>Job Title:</b>	Fatherhood/Healthy Marriage Program Case Manager/Facilitator	<b>Date:</b>	[March 6, 2013]
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**Job Description:**

**1 | SUMMARY OF FUNCTIONS:**

The Case Manager/Facilitator will function as both a facilitator and case manager, providing Fatherhood, Marriage and Family Strengthening programming to incarcerated fathers, ex-offender fathers, low income fathers, and their respective partners.. The Facilitator will also provide ongoing support, assistance and guidance to the father and his family through intensive family-centered case management. The successful Case Manager/Facilitator will assist the Regional Coordinator in expanding and developing relationships that will expand and enhance services provided to clients.

**2 | MAJOR DUTIES AND RESPONSIBILITIES:**

- Assist the Regional Coordinator and Director with implementation, expansion and maintenance of the Keeping FAITH program.
- Must perform all Facilitator functions, including assessment, case management, workshop preparation and presentation (TYRO Dads, Couple Communication, and JET); and organizing and leading trips to the prisons, as required by Coordinator.
- Must maintain all written records in each participant’s file (e.g., assessment, progress notes, pre/post evaluations, incident reports, correspondence, etc.) in timely fashion, updating no less than weekly.
- Must report to the Coordinator in writing to the Coordinator weekly & monthly, the report to be structured according to the Director’s instruction.
- Must provide ongoing and intensive Case-management of clients.
- Must maintain safety and order of the participants and staff at all times during Keeping FAITH times of activity, including any field trips.
- Must enforce all rules and policies of The RIDGE Project, both for the Keeping FAITH and in his/her personal life as applicable.
- Must assist the coordinator in planning events at the Correctional Institutions.
- Must assist clients with employment preparation, search and training, in conjunction with the RIDGE Project’s Workforce Staff.
- Perform other duties as required or as assigned.

**3 | ORGANIZATIONAL RELATIONSHIPS:**

Reports to the Regional Coordinator

<b>Job Location:</b>	Central Ohio (Columbus and surrounding area)	<b>Company Industry:</b>	Not for Profit
<b>Job Role:</b>	Fatherhood-Marriage Facilitator/ Case Manager	<b>Joining Date:</b>	March, 2013

<b>Employment Status:</b>	Full-time	<b>Employment Type:</b>	Employee
<b>Annual Salary Range:</b>	\$	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	2	<b>Other:</b>	
<b>Skills:</b>			
<ul style="list-style-type: none"> <li>- Must demonstrate a lifestyle consistent with the principles and goals of the Project.</li> <li>- Must adhere to a strong conviction that strong marriages translate into strong families.</li> <li>- Must have demonstrated ability to work with at-risk populations (history of working with incarcerated individuals and/or their families preferred), including ability to develop rapport and to maintain discipline.</li> <li>- Must have demonstrated leadership skills.</li> <li>- Must be able to follow written instructions, lesson plans and institutional procedures.</li> <li>- Must have excellent computer skills – prior use of databases is a plus.</li> <li>- Must have good grammar, writing and note-taking skills.</li> <li>- Previous Case-Management experience is a plus.</li> <li>- Proficient in MS Office Applications such as Word, Excel, PowerPoint, among others.</li> <li>- Must be a good public speaker/teacher able to conduct trainings and seminars.</li> <li>- Must be well organized, have excellent time-management skills, and be able to write reports.</li> <li>- Must have reliable transportation and a valid driver's license.</li> <li>- The successful applicant must indicate that they agree with and will adhere to all policies of The RIDGE Project, Inc.</li> </ul>			
<b>Career Level:</b>	Professional	<b>Years of Experience:</b>	3 - 5 Years
<b>Residence Location:</b>	Central Ohio (Columbus and surrounding area)	<b>Degree:</b>	Bachelors or equivalent life experience
<b>Please Send Application to:</b>			
<b>Name:</b>	RIDGE Project, Inc	<b>Email:</b>	jobs@theridgeproject.com
<b>Address:</b>	J169 State Route 65	<b>Country:</b>	USA
<b>City/State:</b>	McClure, Ohio	<b>Zip/Postal Code:</b>	43534
<b>Phone:</b>	Do Not Call	<b>Fax:</b>	(419) 278-0117
<b>Company Website:</b>	www.theridgeproject.com		