

JOB POSTING

Job Title:

ASSISTANT MANAGER– PRISON BASED

Location:

Jackson Office – multiple locations in Michigan

General Statement of Duties:

The Prison-Based Assistant Manager supports the effective operation of program activities by ensuring compliance, maintaining confidentiality, and providing high-quality assistance to staff and clients. This role requires professionalism in managing client files, coordinating with team members, and representing the agency within Michigan Department of Corrections.

Qualifications:

- Master's degree in criminal justice, Psychology, Social Work, or Counseling preferred
- Bachelor's degree will be considered if accompanied by a CADC/CAADC certification
- Must obtain Certified Clinical Supervisor (CCS) certification or already possess it
- Must obtain Certified Alcohol and Drug Counselor (CADC) or Certified Advanced Alcohol and Drug Counselor (CAADC) certified or already possess it
- Experience providing substance use disorder treatment required
- Prior management experience preferred
- Ability to travel long distances within the state as needed for counseling coverage and/or fidelity checks
- Ability to be flexible in day-to-day activities
- If a recovering person, a minimum of 4 years continuous sobriety is required.
- Must be comfortable working in a prison.
- Must successfully pass a criminal background check including a LEIN clearance.
- Willing to perform duties in keeping with Catholic social teachings.

Classification:

- Salaried, Exempt – Full Time
- Must be willing and able to work flexible hours.
- This position reports to the Prison Based SUD Program Manager

Hours:

- Must be willing and able to work flexible hours, including evenings.

If interested please respond in writing with resume and cover letter to Jesilyn Holdridge at jholdridge@catholiccharitiesjlhc.org ASAP. EOE.

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