POSITION DESCRIPTION
SOCIAL SERVICES DIRECTOR

About the Opportunity
Building Futures has partnered with Cindy Joyce of Pillar Search & HR Consulting on the search for their new Social Services Director.

About Building Futures
Building Futures was founded in 2007 as a construction industry partnership, focused on leveraging the Registered Apprenticeship model of workforce development. For over 100 years, unions and employers have jointly operated quality registered apprenticeships in the construction occupations to train individuals as highly skilled tradespeople. Our work spans three distinct but highly aligned areas.

For the benefit of low-income Rhode Islanders, Building Futures developed and operates a comprehensive pre-apprenticeship program to prepare diverse, low-income men and women for success in employment as registered apprentices in the building trades. In addition, we work in partnership with a wide range of stakeholders to ensure construction projects provide employment opportunities for apprentices at the appropriate level to meet future demand for skilled labor through our Apprentice Utilization Program. Our pre-apprenticeship and apprentice utilization program together provide an effective system for workforce development in Rhode Island’s construction sector.

From this foundation, we have established Apprenticeship Rhode Island, an initiative to expand the use of Registered Apprenticeship beyond the construction sector. Now, we are helping develop new registered apprenticeship programs in multiple sectors, which include healthcare, information technology, advanced manufacturing, and marine trades, among others. Working with employers, industry partnerships, government, and community-based organizations, we are spreading the proven model of Registered Apprenticeship to benefit the state’s workforce and economy.

Building Futures has an annual budget of $2.5 million and a team of 16.5 FTE’s. The organization is poised to grow to 25 employees in the coming years.

The salary range is $80K-$90K.

Position Details
The Social Services Director will lead, implement, and develop social services at Building Futures for current participants and alumni and establish a robust network of
external partnerships to provide services not offered directly. Approximately 100 to 150 individuals per year will be engaged at various stages of the different program interventions. Social services are provided to under-resourced program participants, all of whom are experiencing poverty and other significant employment barriers, to ensure successful completion of Building Futures’ program(s) and gain family-sustaining careers, primarily in union construction occupations. This is a leadership position within the organization and will supervise multiple staff members as part of the senior management team.

Additionally, the Social Services Director will plan, implement, and manage a new partnership with the Rhode Island Department of Corrections (RIDOC), called Bridge to Opportunity (BTO), which will create a formalized reentry pathway to careers in construction for currently incarcerated individuals. With a dual focus on programmatic and participant supports, this position will develop new organizational partnerships, provide pre- and post-release case management services, and oversee the development and implementation of the pre-release training program.

This is a full-time, hybrid role reporting to the Executive Director of Building Futures.

Responsibilities will occur in partnership with the Director of Training and Social Services Coordinator, along with other internal staff and external partners, and under the direction of the Executive Director. The role requires a highly resourceful individual with strong emotional intelligence, motivation, and analytical skills. This position is anticipated to spend significant time working in RIDOC facilities and will require security clearance from RIDOC as a condition of hire.

**Responsibilities**

The Social Services Director has the following areas of responsibility:

**Program Services and Supports:**

- Operate and enhance a comprehensive social service department that maximizes supports and success for participants, trainees and alumni of Building Futures’ programs, including:
  - Develop appropriate policies, procedures and provide staff supervision
  - Develop new and manage existing community-based partnerships to enhance supports for participants, including service provision and referral strategies
- Provide strategic guidance and management of Building Futures’ programing within RIDOC facilities, high schools and community-based organizations
- Ensure that all participants have the supports needed to persist and graduate from Building Futures’ training programs and successfully gain careers via registered apprenticeship
• Develop and/or maintain partnerships with community-based agencies to address the needs of program participants, including – but not limited to – housing assistance, mental health and substance use counseling, and transportation services

Project Management

• Lead the development and implementation of a programmatic Action Plan for the BTO program, which will guide the project’s three-year lifecycle, including:
  o An integrated career/readiness correctional assessment
  o The pre-release curriculum, adapting existing materials for the BTO program
  o A seamless supportive service strategy from pre-release through to re-entry, pre-apprenticeship training, and placement of participants as Registered Apprentices

• Manage staff (currently a team of 2) to ensure achievement of project deliverables and outcomes with a focus on participant success, create and maintain team meeting schedules, develop and organize agendas, ensure appropriate documentation and follow-through

• Develop a strong knowledge of North America’s Building Trades Unions’ Multi-Craft Core Curriculum (MC3) to support its implementation as part of BTO pre-release program, including development of new curriculum modules, oversight and scheduling of the MC3 Instructor and other guest trainers/speakers as appropriate

• Ensure that BTO program participants will have supports needed for successful reentry and stability to enter Building Futures’ training programs in partnership with RIDOC Transitional Services/Discharge Planning Unit

• Develop strong relationships with the RIDOC Rehabilitative Services Unit, Institutions and Operations, and Probation and Parole Unit to ensure integration of programming pre- and post-release

• Staff the RI Reentry Construction Workforce Partnership, the advisory group for the BTO program, to identify potential policy and/or procedural barriers for participant success for review and actions, including organizing and documenting meetings

• Provide support to the 3rd party program evaluation, including ensuring accuracy of all program data and ensure accurate and timely documentation

Administration and Operations

• As member of the senior management team, provide strategic input and oversight of activities overall, while representing specific areas of responsibility

• Support the development of needed contracts, sub-recipient monitoring, grant reporting and other required tasks as related to areas of responsibility
- Participate in information gathering and writing of monthly, quarterly, and annual reports.
- Participate in agency-wide initiatives, providing expertise and support, as needed

Other duties as assigned.

Qualifications
- A minimum of 5 years of work experience with under-resourced communities and/or people experiencing poverty required
- Experience with, or desire to gain experience with, the correctional environment and with incarcerated individuals
- A minimum of three years of project management and supervisory experience required
- Training/instructional experience preferred
- Ability to motivate, inspire, and encourage individuals to achieve their full potential
- Ability to interact with a broad intersection of community-based individuals and organizations
- Strong critical thinking, organizational, and communication (oral and written) skills
- Ability to prioritize multiple competing tasks and activities
- Self-motivated and committed to personal and organizational excellence
- Demonstrated ability to collaborate in a team environment, as well as work independently
- Competency with computer programs, including databases, excel, word and outlook

Additional Information
Building Futures is located in downtown Providence, RI.

This role requires local and state-wide travel. A valid driver's license is required.

Please note that successful completion of a background check is required for the candidate who is hired.

Building Futures is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.
Apply Today!
Building Futures has partnered with Cindy Joyce of Pillar Search & HR Consulting on the search for their Social Services Director. Please submit your cover letter and resume to Cindy at cindy@pillarsearch.com.