

**Job Description**

**Job Title: Supervisor**

**Division:** Corrections Transition Program (CTP)

**Program:**  B.R.I.D.G.E To Home Program (B2H)

**Reports to:** Administrator

**FLSA Status:** Exempt

**Effective Date**: June 2025 |Update Sept 2025

**DIVISION OVERVIEW:**

The Corrections Transition Programs (CTP) is a statewide network of clinical reentry management services with the overall purpose of increasing opportunities for successful reentry outcomes. CTP provides specialized case management services to help people prepare to return to their families and communities after incarceration. CTP works both inside prisons and in communities to provide reentry support, including, but not limited to, behavioral health referrals, public benefits enrollment, finding employment and housing resources and obtaining state IDs and vital records.

**POSITION SUMMARY:**

The B.R.I.D.G.E To Home Program serves individuals returning from Illinois prisons who face significant and often compounded barriers to successful reentry. Frequently excluded from traditional housing and support systems, these individuals are at increased risk of homelessness and recidivism. The program’s primary goal is to provide permanent supportive housing for individuals traditionally considered hard to place, creating a foundation for long-term stability and successful reintegration into the community. Guided by low-barrier, housing placement principles, the B2H Program eliminates preconditions such as abstinence or mandatory treatment participation, offering immediate access to housing.

The **Supervisor** is responsible for providing clinical supervision of daily program operations and reports directly to the Administrator. This position is charged with ensuring that all clients receive individualized, continuous care rooted in evidence-based clinical practices, including substance use disorder treatment, AODA (Alcohol and Other Drug Abuse) counseling, and recovery-oriented support services. The Supervisor will ensure the effective implementation of clinical protocols and quality standards while also leading staff training, supervision, and performance evaluation. This role manages a multidisciplinary team consisting of Case Managers, Peer Support Specialists, and a Network Housing Developer and oversees the coordination of services across an expansive geographic region.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Administrative(Approximately 50% of time spent in this area)

* Supervise the day-to-day activities of staff. Manage and provide clinical oversight for staff productivity, as well as all clients and program-related services.
* Monitor staff case load progress, conduct file reviews for complete and accurate client records, review all program enrollment/exits, housing stabilization plans, advocacy, etc.
* Prepare, interpret, and present reports to the Administrator in accordance with established timeframes as requested; serves as a direct liaison to the Administrator for program-related needs and operational issues
* Maintain program information and technology affecting functional area(s) to increase program effectiveness and ensure compliance
* Ensure that confidential information relating to the organization, its staff, and clients is kept confidential.
* Submit monthly data reports to the Administrator
* Serve as liaison in identifying housing opportunities and maintaining relationships with landlords and housing service providers
* Participate in community-based meetings with local housing-based resource providers
* Attend all required training

Personnel/staff development(Approximately 35% of time spent in this area)

* Provide clinical supervision to PSH service teams (Community Support Specialist, Network Housing Navigators, and Peer Support Specialists), including performance evaluation, training, and team building; establish work schedules and provide direct shift coverage when necessary.
* Manage timesheets, mileage, hybrid work schedules, and service hours.
* Hold and document staff meetings and individual staff supervisions regularly
* Work closely with Human Resources to recruit, hire, onboard, and retain qualified program area staff.
* Assist staff with the preparation of obtaining the required certification.

Community partner and resource development (Approximately 10% of time spent in this area)

* Attends meetings, workshops, conferences, seminars, and other information exchange activities to gain first-hand knowledge of new housing programs, policy implications, or resources for our targeted service population
* Collaborate with external stakeholders and community partners to ensure the outcome and success of existing programs, expand referral sources, and recruit referral sources for new program initiatives.

Other duties(Approximately 5% of time spent in this area)

* Actively contributes to the discussion in agency committees.
* Facilitates and/or provides program coverage as needed.
* Attend all training and internal and external meetings as required.
* Ensure that confidential information relating to the organization, its staff, and clients is kept confidential.
* Be an excellent steward of TASC, modeling the core values of the organization.

**COMPETENCIES:**

To perform the job successfully, an individual should be able to demonstrate the following competencies:

Planning/Organizing | Risk Management | Leadership/Professionalism Modeling | Data Management/Utilization | Coaching People & Managing Teams | Customer Relations Management | Problem-solving |Microsoft Office Suite| Productivity/Accountability| Excellent Communication | |Attention to Detail | Change Leadership | Flexibility | Relationship Building |Trauma Informed Care

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are a representation of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Master’s degree in Social Work, Psychology, or related human service field with active Illinois licensure (LSW/LCSW or LPC/LCPC) required.
* May be required to obtain CADC certification within two years of employment
* Minimum of 2 years of supervisory experience.
* Ability to build partnerships with landlords, service providers, parole/probation, and community stakeholders to expand health and housing access for justice-impacted individuals.
* Skilled in navigating challenging situations involving mental health, housing instability, safety concerns, and conflict resolution with landlords and clients.
* Available to respond to client or landlord concerns, demonstrating prompt decision-making and effective problem-solving.
* Knowledge of human behavior, motivational interviewing, and other case management approaches with a focus on linking clients to appropriate care and community resources.
* Ability to manage data and monthly reports to ensure the goals and objectives are met.
* Willing and able to enter and exit IDOC facilities as required.
* Excellent interpersonal skills, able to work appropriately with staff, peers, management, and clients.
* Proficient in Microsoft Office Suite and other software applications
* Effective oral and written communication skills
* Ability to effectively work as part of a professional team
* Individuals with justice-involved backgrounds or other lived experiences are welcomed and encouraged to apply. Will be required to pass all the necessary background checks.

**SUPERVISORY RESPONSIBILITY**

This position has supervisory responsibilities.

**WORK ENVIRONMENT**

This job may require you to work in a secure setting and/or a TASC professional office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and/or fax machines.

**PHYSICAL DEMANDS**

This is essentially a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets, and bend or stand as necessary. Frequently lifts, carries, or otherwise moves and positions objects weighing up to 15 lbs. Frequently bends, kneels, and crouches. Repetitive movement of hands, arms, and legs. Continuous walking, standing, and moving about. The noise level in the work environment is usually moderate.

**POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a full-time position, with typical program hours Monday through Friday, 8:30 a.m. to 5:00 pm However, after-hours and/or weekend calls from landlords and/or clients may occur, and prompt responses will be required. Program hours may be adjusted as needed in coordination with program requirements, external partners, and TASC.

**TRAVEL**

Travel is mainly local during the workday. However, the role may involve travel to nearby counties and communities during the day, including occasional out-of-area and overnight trips needed to support the program. A valid driver’s license, current auto insurance, and reliable transportation are required.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee's signature below constitutes their understanding of the requirements, essential functions, and duties of the position.

Employee Signature Date

Supervisor Signature Date