



Job title	TIPLR Program Director
Reports to	Executive Director
FLSA Code	Exempt
Created/Revised	February 7, 2024

About Nation Outside

Nation Outside (NO) is a statewide organization in Michigan whose mission is to drive policy and practice reforms that build transformative systems of support for justice-impacted families and communities. We work with our directly impacted peers and communities to empower them with knowledge of the political and legislative processes and inspire them to civic engagement through voting, advocacy, and leadership.

Program Overview:

Our Trauma-Informed Peer-Led Reentry Program is dedicated to empowering individuals transitioning from incarceration back into the community. We recognize the pervasive impact of trauma and the importance of lived experiences, empathy, and support in the reentry process. The program's goal is to provide a safe, understanding, and transformative environment where participants can heal, grow, and rebuild their lives.

Position Overview:

The TIPLR Program Director is responsible for managing the TIPLR Program in compliance with the MDOC contract. This role plays a critical part in ensuring accurate documentation and timely reimbursement for services rendered to TIPLR clients. The TIPLR Program Director will work closely with the Director of Administration, TIPLR management, Peer Navigators, MDOC, and partner organizations to maintain adherence to contract and funding deliverables.

Responsibilities:

- Verify client eligibility as defined by the Scope of Work document and ensure accurate documentation
- Ensure compliance with the MDOC contract.
- Work with the Director of Administration to Investigate and resolve billing discrepancies or denials
- Maintain confidentiality of Client information
- Assist with financial reporting and analysis

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- Monitors TIPLR documentation to ensure maximum effectiveness and compliance.
- Acts as a liaison for programs and services with outside agencies or community leaders. Communicates program information internally. Consults and advises within the area of expertise.
- Advises staff and executive leadership on programmatic issues and requirements.
- Responds to complex inquiries from all levels of staff.
- Participates in various meetings and committees.
- Guides, leads, reviews, verifies, observes, and manages the work of people reporting directly to them..
- Assists in scheduling and administrative requirements.
- Analyzes and interprets data that is regularly available on programs and performance.
- Performs other job-related duties as assigned.

Required Skills/Abilities:

- Experience in Medicaid billing
- Proficient in MDHHS coding systems
- Knowledge of re-entry service terminology and procedures
- Familiarity with office software and billing systems
- Strong attention to detail and accuracy in data entry
- Excellent communication skills
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to adapt to the needs of the organization and clients.
- Proficient with Microsoft Office Suite or related software.
- Candidates must have reliable transportation.

Education and Experience:

- Bachelor's degree or five years experience in non-profit program management, Business Administration, or related field required; Master's degree preferred.
- At least three years of administrative experience is desired.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.

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- Must be able to lift 15 pounds at times.
- Must be willing to work in-office and remotely. There will be travel required within the workforce delivery area boundaries.
- The position may also involve working outside of standard 9 am-5 pm business hours.

Working Conditions:

The TIPLR Pilot Manager will be primarily working in an office environment. The TIPLR Manager will be required to participate in Nation Outside events held throughout the year in various weather conditions.