

Jason Cagle, Program Manager

June 5, 2019

1. The Program Manager oversees the cook, maintenance, the assistants and ministers on-site at 179 Cave Spring Road.
2. He Manages the program members' local travel.
3. He Supervises members through their A to B messages.
4. He Manages when members can travel to visit family, and how long they can stay out.
5. He Supervises members spending with paycards, through receiving pictures of their purchase receipts.
6. He Supervises the unloading of members paycards by listening to their balance and collecting their money orders.
7. He collects members paychecks.
8. He makes the Room Assignments.
9. He oversees the classes and 1-on-1 sessions, making sure the members are on time. He does not micro-manage the teachers.
10. The Program Manager takes the lead in the challenge to keep drugs and alcohol off our property, to randomly administer drug and alcohol tests, and to watch out for and stop evil on PR property, and to maintain a spiritual & disciplinary atmosphere.

11. When a new member arrives, the Program Manager conducts an orientation meeting with him and his family: He explains the program to his family. He separates the man from his phone, money, debit cards, ear rings, other piercings, negative jewelry, etc. He makes sure the new member is drug tested. He makes sure his possessions are searched. He also makes sure he feels safe and welcomed.
12. Through staff consensus, the Program Manager decides when a member is ready to work, advises him about how to land a job, and sees to it that he has a ride to and from work.
13. He makes sure members have a ride to and from work.
14. He also addresses any problems members are experiencing with other members.
15. The Program Manager makes sure new members have all their housing supplies (sheets, towels, hangers, pillow, comforter, etc.).
16. He works with nurse Kim regarding health and medication issues. He helps them make their doctor appointments and makes sure they keep their appointments.
17. He takes the lead in facilitating recreational events: Movies, hiking, concerts, out to eat, on-site games and activities.
18. He makes sure the members are dressed appropriately, are keeping up with their personal hygiene and keeping their apartments clean and in order.