



Opening doors to
housing and recovery.

Job Description – Program Manager

Reports To: Clinical Director

The Program Manager will oversee all low barrier housing programs at OPCS. This will include supervision of staff and services provided within these programs, as well as ensuring that all assigned properties meet OPCS' health, safety and housing quality standards.

Duties and Responsibilities:

1. Responsible for the oversight of the following OPCS programs: Low Demand Shelter, Emergency Shelter, RCBM Sanctions, and Bridge Housing programs.
2. Facilitate weekly staffing's to ensure appropriate case coordination.
3. Directly monitor program delivery through scheduled observations of services.
4. Supervises level and intensity of services identified in client's recovery plan, and ensure that clients are receiving appropriate and effective services/interventions based on level of need.
5. Provide in-service training to staff.
6. Ensure assigned staff meet required competencies in all aspects of their job duties.
7. Provide effective coaching, and supervision to staff. Includes facilitation of group supervision monthly, and weekly supervision for all assigned staff.
8. Assist Clinical Director in budget management.
9. Interview and hire prospective employees.
10. Assist Clinical Director in grant implementation & delivery of services.
11. Complete performance evaluations for assigned staff per agency guidelines.
12. Review and sign off on staff paperwork completed by licensed and non-licensed staff – recovery plans, progress notes, suicide assessments, and behavioral health assessments etc.
13. Audit client charts weekly and ensure appropriate and prompt actions are taken to resolve any chart deficiencies.
14. Assist with the development, implementation, and compliance of policies and procedures that ensure the health, safety, and welfare of a client on the premises, an agency-sponsored activity off the premises, or outings.
15. Attend community coordination meetings with community collaborators, such as the Federal Grants and contracts, to ensure effective coordination of services.
16. Other duties as assigned.

Qualifications:

- 1 Master's Degree in social work, counseling, or related behavioral health field preferred, or Bachelor's in a related field with two years of related experience
- 2 Licensed by the Arizona Board of Behavioral Health Examiners preferred
- 3 Management experience in behavioral health
- 4 Extensive experience and knowledge in working with clients with serious mental illness and co-occurring disorders
- 5 Experience in assisting staff in working from a harm reduction model a plus
- 6 Outstanding written and oral communication skills

- 7 Highly organized, creative, entrepreneurial, flexible and able to manage multiple tasks concurrently
- 8 Exceptional interpersonal skills; ability to be a leader and a team player
- 9 Strong computer skills
- 10 Reliable transportation with valid driver's license and current insurance
- 11 Ability and willingness to work flexible schedules

Print Name: _____

Date: _____

Signature: _____