



Southern Arizona's Premier Social Service Agency

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

Program Manager

Low Barrier Bridge Housing

The Program Manager will oversee services provided in low barrier bridge 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.

Employee Benefits

Competitive Salary , Clinical Supervision for licensure, \$500 annual allowance for CEU's, Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 160 Hours Paid Time Off (PTO) Per Year. OPCS qualifies for the Public Service Loan Forgiveness Program (PSLF).

Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.

Duties and Responsibilities:

1. Responsible for the oversight of assigned OPCS programs and staff.
2. Manage day to day operations of two low barrier bridge housing sites.
3. Facilitate weekly staffing's to ensure appropriate case coordination.
4. Directly monitor program delivery through scheduled observations of services.
5. 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.
6. Provide in-service training to staff.
7. Ensure assigned staff meet required competencies in all aspects of their job duties.
8. Provide effective coaching, and supervision to staff. Includes facilitation of group supervision monthly, and weekly supervision for all assigned staff.
9. Assist Clinical Director in budget management.
10. Interview and hire prospective employees.
11. Assist Clinical Director in grant implementation & delivery of services.
12. Complete performance evaluations for assigned staff per agency guidelines.
13. Review and sign off on staff paperwork completed by licensed and non-licensed staff –, recovery plans, progress notes, suicide assessments, etc.
14. Audit client charts weekly and ensure appropriate and prompt actions are taken to resolve any chart deficiencies.
15. Assist with the development, implementation, and compliance of policies and procedures that ensure the health, safety, and welfare of clients served.
16. Attend community coordination meetings with community collaborators, such as the Federal Grants and contracts, to ensure effective coordination of services.
17. Other duties as assigned.

Qualifications: Bachelor's degree in social services or related field preferred; or four years related experience and/or training; or equivalent combination of education and experience. Knowledgeable of personnel management techniques with strong communication, administrative and interpersonal skills. Management experience in behavioral health preferred. Licensed by the Arizona Board of Behavioral Health Examiners is preferred. Extensive experience and knowledge in working with clients with serious mental illness and co-occurring disorders. Experience in assisting staff in working from a harm reduction and trauma informed approach is preferred. Outstanding written and oral communication skills. Strong computer

Job Status
Full Time

Pay Rate
DOE

Pay Comments
Salary based on experience.

We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.

Mail Resume/Application to:

Ms. Jeanie Pike
HR Director
Old Pueblo Community
Services
4501 E. 5th St.
Tucson, AZ 85711

Email Resume/Application to:
hr@helptucson.org



Employment References, drug screen and background check is conducted pre-employment.

skills. Possess and maintain a valid CPR/First Aid Certification. Reliable transportation with valid driver's license and current insurance. Ability and willingness to work flexible schedules