



## 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 for Homeless Veterans

The Program Manager will oversee OPCS' VA program, low barrier bridge housing for homeless veterans. This will include supervision of staff and services provided as well as ensuring that all assigned properties meet OPCS' health, safety & housing quality standards.

#### Employee Benefits

Competitive Salary , 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

**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. Assist with the development, implementation, and compliance of policies and procedures that ensure the health, safety, and welfare of a client on the premises, at agency-sponsored activity off the premises, or on outings.
2. Supervise VA program staff.
3. Learn all facets of Case Management, VA programs & systems.
4. Oversee the close out of all files in client management.
5. Lead weekly staff meetings and meet with Supervisory staff as required.
6. Make recommendations to the Chief Operating Officer for any program changes that will benefit the clients.
7. Organize staff training to ensure compliance with CARF and contractual requirements.
8. Assist Chief Operating Officer in budget management.
9. Interview prospective employees.
10. Assist Chief Operating Officer in grant implementation & delivery of services.
11. Complete staff performance reviews.
12. Attend community coordination meetings with community collaborators, such as the Federal Grants and contracts, to ensure effective coordination of services.
13. Other duties as assigned.

**Qualifications:** Bachelor's degree in human services or related field preferred or four years related experience and/or training; or equivalent combination of education and experience. Knowledgeable of personnel management. Experience and knowledge working with Veteran population and clients with serious mental illness and co-occurring disorders. Experience in Motivational Interviewing and assisting staff in working from harm reduction and trauma informed models. Bilingual/Bicultural a plus. Outstanding written and oral communication skills. Highly organized, creative, entrepreneurial, flexible, and able to manage multiple tasks concurrently. Exceptional interpersonal skills; ability to be a leader and a team player. Strong computer skills and experience using Electronic Health Records. Possess and maintain valid CPR/First Aid Certification. Reliable transportation with valid driver's license and current insurance. Ability and willingness to work flexible schedules.

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. 5<sup>th</sup> St.  
Tucson, AZ 85711

Email Resume/Application to:  
[hr@helptucson.org](mailto:hr@helptucson.org)



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