



Southern Arizona's Premier Social Service Agency

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

Youth Services Manager

The Youth Services Manager will oversee programs that serve individuals ages 18-24 at OPCS. Programs that this position will oversee are the Bread and Roses and Breaking Barriers Young Adult Program. The Bread and Roses program is a crisis transitional housing with a LGBTQ+ affirming culture, and the Breaking Barriers program is a low barrier shelter serving youth that are transitioning out of the foster care system. The Youth Services Manager will be responsible for 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. This position will require flexibility to be able to adapt to the needs of programs and staff daily, as well as having a flexible schedule to be able to support staff that work after hours/weekends. These programs utilize a Housing First and harm reduction approach.

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. Responsible for the oversight of assigned OPCS programs and staff
2. Facilitate weekly staffing's to ensure appropriate case coordination.
3. Ensure appropriate coverage of all programs and properties.
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 weekly supervision individually for all assigned staff.
9. Assist Clinical Director in Budget management.
10. Participate in the hiring process for 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. Ensure all incidents are handled appropriately by monitoring and completing incident reports, as well as provide supervision to staff following incidents.

Job Status

Full-Time - Exempt

Pay Rate

\$50,876.80 - \$62,566.40

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.

17. Responsible for the completion of monthly and quarterly deliverables related to assigned programs and services.
18. Attend community coordination meeting with community collaborators, such as the Federal Grants and contracts, to ensure effective coordination of services.
19. 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. Valid Level One fingerprint clearance card through Arizona Department of Public Safety. Ongoing employment is contingent on passing a Central Registry Background Check within the first 30 days of employment. 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 in preferred. Extensive experience and knowledge in working with clients with serious mental illness and co-occurring disorders. Experience is assisting staff in working from a harm reduction, Housing First and trauma informed approach in preferred. Outstanding written and oral communication skills. Strong computer 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.