

Program Manager

The Crisis Center, Inc. seeks a full-time program manager and effective communicator to provide administrative, supervisory and other nondirect care functions. A working knowledge or experience with the systems that serve youth who have been abused or neglected or who are homeless is required.

The candidate must be at least 25 years of age and have a master's degree or higher from an accredited school in social work, counseling or a related human service area of study.

They must have either four years of supervisory and administrative experience in a therapeutic setting or a child welfare agency or one year of experience as a supervisor and a current license issued by the behavioral health and human services licensing board as one of the following: clinical social worker, marriage and family therapist, mental health counselor or a related field.

Qualifications include excellent oral and written communication skills, experience in coordinating as a team as well as working independently. Responsibilities include:

- Monitors and assures the physical, nutrition, education, social and mental health needs and services provided to youth.
- Ensures that services, policies and procedures are followed and documented as required by licensing and funding agencies
- Responds to inquiries from other agencies and represents the program services to funding and referring agencies.
- Supervises and ensures staff have adequate and timely training within yearly periods.
- Ensures compliance with service requirements, goals and objectives of grants that provide funds for services.
- Knowledge of the Department of Child Services license and contract requirements including policies and procedures.
- Meets with professional counseling staff to review treatment plans and goals and objectives.

The compensation package is commensurate with experience.