

CAREER OPPORTUNITY



Title: Program Manager, Life Essentials

Hours: Full time (37.5 hours per week, non-exempt position)

Brief Description:

Manage all aspects of Guardianship, Chums and Senior Outreach services including supervision, budget management, funding source, volunteers, planning, monitoring guardian-of-the-person for those deemed by probate court to be incompetent and without family and friends to serve.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive)

- Excellent communication skills with diverse populations (DD, Mental Health, Aging)
- On call in case of emergency
- Monitor guardian peer reviews and documentation
- Budgeting and strategic planning experience
- Knowledge of the fundamentals of guardianship
- Ability to collaborate with organizations
- Presentation skills
- Word and Excel computer experience
- Good writing and communication skills
- Develop appropriate policies
- Deploy and manage necessary resources to implement program
- Monitor programs' quality, client satisfaction, and outcomes
- Manage annual program goals
- Analyze monthly reports
- Liaison between staff and administration
- Participation, hiring, orientation, discipline and termination of staff and volunteers

Minimum Requirements:

- Required bachelor's degree or higher education in Social Work or related field
- Preference LSW
- Minimum 3 years supervision or related skills
- 3 years related experience with seniors and mental health population or related skills
- Knowledge of Guardianship State of Ohio Certificate and Fundamentals of Guardianship
- Strong interpersonal and presentation skills including effective oral and written communication
- Knowledge of budgeting and accounting practices
- Knowledge of development of policy and procedures
- Knowledge of community resources
- Knowledge of accreditation process and strategic planning
- Knowledge of hiring
- Ability to lift 25 pounds
- Valid Ohio driver's license and access to dependable transportation

*Interested candidates should send a resume with salary requirement to:
Human Resources, Catholic Social Services of the Miami Valley
922 W. Riverview Ave. Dayton OH 45402
or e-mail to jobs@csmv.org or fax to 937.222.6750*