

<b>Job Title</b>	Program Manager
<b>Salary Scale</b>	\$51,000-\$54,000 annually
<b>FLSA Status</b>	Exempt
<b>Hours</b>	8:30-4:30 with rotation of Saturdays, Holidays and Special Events.
<b>Reports To:</b>	Director of Operations
<b>Summary:</b>	Employment Options is a non-profit organization that supports individuals in mental health recovery. We are seeking a Program Manager to provide effective and innovative leadership by being actively involved in the future needs of the program while still overseeing the day to day operations. The Program Manager reviews the intake process, plans for the utilization of service units and ensures all documentation is up to date. He/she supervises four employees and is responsible for analyzing outcomes and services under state contracts and reviewing and implementing best practices, particularly as they relate to individuals and families in mental health recovery.
<b>Education and Experience</b>	Minimum BA with at least four years of experience and a track record in program management. Proficiency with Microsoft office programs (Word, Excel, PowerPoint).
<b>Skills Required</b>	The Program Manager oversees the coordination and administration of all aspects of an ongoing program including planning, organizing, staffing, leading, and controlling program activities. This position requires effective team development, transparency and high integrity leadership and the ability to communicate and coach key personnel to develop high performing teams.
<b>Equipment Utilized</b>	Computers, smart phones, scanners and billing and utilization software  Equipment maintained to work virtually.