



JOB ANNOUNCEMENT

Bill Wilson Center is a nationally and regionally recognized leader for providing services to at-risk youth and families. Our agency -- from our executive team to our line staff -- is committed to improving the lives and conditions of the people we serve. We provide direct services to more than 3,500 children, youth, young adults and families in Santa Clara County. BWC provides services that meet the cultural and linguistic needs of our whole community. We value our unique ethnic diversity as well as the LGBTQ community and non-able body community. Join us and become a difference maker at Bill Wilson Center! Find out more at http://www.billwilsoncenter.org/bwc_jobs/

Program Manager THP+

The Program Manager supervises THP+ programs by working with Case Managers in developing and maintaining quality services to homeless and parenting youth.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises maintenance of waiting lists, status of prospective residents and case management services for clients
- Supervises intake and assessment of clients referred to the programs
- Provides referral assistance to legal, health, drug and alcohol, mental health, employment and education services
- Coordinates and facilitates regularly scheduled meetings such as the aftercare group and monitor support group and staff meetings
- Provides case management for sites in the absence of the site case manager
- Maintains statistical data and completes reports as appropriate
- Attends agency and community meetings as assigned
- Facilitates program development for all THP+ programs
- Must be able to communicate effectively, get along with coworkers and management and deal effectively and professionally under pressure.
- Provide training/supervision of Case Managers
- Ensure cleanliness and tidiness at THP+ sites and BWC vehicles. Report maintenance and safety issues to Facilities Manager immediately.
- Provide day-to-day support for staff. Meet with staff regularly to review accomplishments, needs, questions, etc. Help staff grow in their positions.
- Conduct initial 6-month reviews for new hires and annual performance reviews for staff
- Approve financial requests for staff (i.e., mileage or reimbursement requests) and approve PTO requests
- Disciplinary/Corrective actions for staff if needed. Bring any serious performance concerns to the attention of Human Resources.
- Regular attendance required.
- Other duties as may be assigned.

SUPERVISORY RESPONSIBILITIES:

This job supervises House Monitors and THP+ Case Managers.

Program Manager – THP+

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform all essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

MSW, MFT or equivalent degree and two to four years related experience. Management and training experience required. Experience working with culturally diverse and parenting youth required.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of clients or employees of organization.

CERTIFICATES, LICENSES, REGISTRATIONS:

Driving is a requirement of the job (valid California driver's license with access to a personal vehicle that can be used for company business and current personal automobile insurance). Current CPR and First Aid Certification required (or complete within 30 days of hire).

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts as required for reporting.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software. Internet research skills are a plus.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; stand, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SALARY RANGE:

\$65k – 80k per year. 100% employer paid Medical, Dental, Vision, Life Insurance, LTD and Employee Assistance Program. Retirement Plan with discretionary Employer Contribution. Generous PTO plan, 13 paid Holidays. And much more!

For consideration, please submit cover letter and resume (reference the position name in the subject line and/or cover letter) to:

BILL WILSON CENTER

ATTN: Resumes

FAX: (408) 244-4022

Email: resumes@billwilsoncenter.org

EEO:

Bill Wilson Center is an Equal Opportunity/Affirmative Action employer committed to building a team that represents the racial, ethnic and linguistic needs of our community. People of color, women, persons with disabilities, and persons who are LGBTQ are strongly encouraged to apply.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and BWC's operations, responsibilities may be modified at any time.