



POSITION AVAILABLE

Program Manager (full-time exempt position)

Join a team of committed caring professionals providing services to women, assisting them to move from homelessness to self-sufficiency.

You will:

- Create, manage and coordinate all program components, including curricula and policies.
- Supervise/evaluate program staff and students.
- Convene program, case management, and resident evaluation meetings.
- Oversee quality assurance initiatives, including providing clinical supervision and chart reviews.
- Oversee management information systems (HMIS), assuring that all program records, files and statistics are recorded in a timely manner.
- Participate in developing program budgets and maintaining expenditures within budget.
- Assist with program development, grant writing and completion of foundation reports.
- Enforce HUD recommendations; coordinate and facilitate CMHA rental agreements.
- Staff Board of Directors Program Committee; participate in Board related meetings/events as requested by the Executive Director; participate in management meetings.
- Maintain knowledge of community resources to benefit participants and staff.
- Serve as community liaison, maintaining cooperative relationships with other providers.

Requirements:

- Master's degree in social services or related field preferred (LISW, LICDC)
- Five years experience in nonprofit management, including staff and clinical supervision
- Ability to work with a diverse group of people
- Experience working with individuals who are homeless and those who have substance abuse
- Knowledge of the therapeutic client centered approach
- Excellent oral, written and interpersonal communication skills; demonstrated problem solving, teaching & facilitation skills
- Strong computer skills
- Able to work independently and as a team member

Contact Information:

This is a full time exempt position. Some evening and weekend work required; must have transportation; if using own car, must have valid driver's license & proof of insurance.

Send resumes to: Attention: Human Resources
Transitional Housing, Inc.
1545 West 25th Street
Cleveland, Ohio 44113

Transitional Housing, Inc. is an Equal Opportunity Employer
Visit our website to learn more about THI: TransitionalHousingInc.org

No phone calls or emails please

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