



## **Program Manager**

Community Living Options has been providing a range of support services to individuals with disabilities in the Kalamazoo area for more than 30 years. We are seeking a Program Manager for our Transitions program.

**Summary of Responsibilities:** Responsible for daily management of the Intensive/Transitional Support Program. Program serves males and females with serious behavioral issues. Responsibilities are both managerial and programmatic in nature including: program planning, financial monitoring, program evaluation, personnel management and facility management.

**Position Requirements -Essential:** To perform this job successfully, an individual must be able to perform each essential duty 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:

1. Bachelor's degree in a human services field and at least three years working experience providing services to individuals with mental illness and/or developmental disability.
2. At least one year supervisory experience.
3. Clinical experience writing goals and objections and/or person-centered plans.
4. Working knowledge in Word and Excel; ability to learn additional relevant computer software.
5. Ability to provide on-call services and work flexible hours including occasional weekends and/or evenings when necessary.
6. Valid driver's license and driving record acceptable to Community Living Options policy.
7. Ability to lead with individuals of diverse backgrounds.
8. Ability to lead effectively in a team setting.
9. Demonstrated ability to communicate both in verbal and written format.
10. Ability to lift a minimum of 50 pounds.

**Position Requirements -Non-essential:**

1. Three years supervisory experience in a human services setting.

**Salary & Benefits:** \$43,500.00 annually (exempt) + competitive benefit package available including; medical, vision, dental, short term and long term disability, life insurance and 403b Retirement.

**To Apply:** Please send resume and/or letter of interest to [mvaden@communitylivingoptions.org](mailto:mvaden@communitylivingoptions.org)

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