

POSITION DESCRIPTION**PROGRAM MANAGER II**

Nelson County, Horizon House
Center for Rural Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Program Manager II

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent serves as the Program Manager II of Horizon House, one of Region Ten's psychosocial rehabilitation programs. In this capacity, he/she has responsibility for the daily operations of Horizon House, including planning and coordinating programming for a psychological rehabilitation program, member assessment and service planning, assisting disabled persons to take advantage of rehabilitation opportunities within the Clubhouse and in the larger community and providing general member and staff supervision. In addition, the incumbent serves as liaison to other service providers to insure the integration of clinical, residential and community services.

The incumbent reports to the Director III for Nelson County and responsibilities require planning own work after definite objectives have been set by the supervisor with unusual situations being referred to the supervisor. In carrying out position duties, he/she performs in accordance with applicable professional ethics and established Region Ten policies. The incumbent is expected to function with initiative as well as utilize independent judgment.

The HIPPA access level for this position is Level Two

The essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

1. Implements a psychosocial rehabilitation program, providing positive programmatic leadership and coordination of staff services.
2. *Provides programmatic leadership to staff and members including recruiting, hiring, scheduling, supervising and evaluating staff performance and encouraging the membership in the ongoing maintenance of a healthy, autonomous psychosocial rehabilitation program.
3. Assures that the daily operations of the pre-vocational, clerical, food service and social programs are productive and well coordinated and consistent with the needs and wishes of the membership and with best application of the psychosocial rehabilitation principles.
4. *Assures ongoing monitoring of members' needs and strengths (mental status, medical/health status, resource and support needs status) including a program of outreach to non-attending members.
5. Ensures the development and coordination of individual member service plans characterized by maximum member and family participation and preferences and by rehabilitation-oriented focus on strengths and abilities.
6. *Assures program compliance with state evaluation and licensure standards for Psychosocial Rehabilitation Programs including the maintenance of individual member records.
7. Provides special and ongoing training and education to all staff and members in all relevant issues.
8. *Manages the facility by initiating and coordinating services/repairs to maintain the facility in a safe and attractive manner to meet fire, building and licensure codes.
9. Develops and revises policies and procedures for daily operations to reflect current practices and to meet current standards.
10. *Acquires and maintains valid certification in First-Aid, CPR, non-aversive behavior management and defensive driving in order to ensure the safe and efficient operation of the clubhouse and to comply with state and federal staffing requirements. and will apply if a situation arises.
11. *Must have a valid driver's license and be able to transport clients.

QUALIFICATIONS:

To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. A Bachelor's degree in a human services field from an accredited college with at least one year of clinical experience. In addition, the incumbent needs to possess the following knowledge, skills and abilities.

Knowledge of: characteristics and service needs of persons with severe and persisting psychiatric illness, behavior disorders, and/or multiple impairments (mentally ill, chemically addicted, mentally retarded); clinical and rehabilitation assessments and treatment strategies with persons with SMI; psychosocial program models; community support system principles; diagnostic and treatment issues associated with DSM-IV-TR evaluations, medications, medication side-effects, medical conditions, psychiatric disturbances and the chemically addicted individual; crisis recognition and prevention techniques; crisis management including non-aversive behavioral management strategies; voluntary/involuntary commitment procedures; financial management

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and accounting principles and procedures; principles and practices of team development and management by objectives; principles and practices of staff recruitment, supervision, training and evaluation; specific state, local and federal regulations.

Skills in: psychiatric needs assessments, case management evaluations, rehabilitation planning, evaluation of client progress; medical and health monitoring for medication effects or general medical conditions, managing medical emergencies; mental health treatment including counseling and individual and group psychotherapy; crisis management; organizing records, services delivery, staffing patterns, integrating services with clinical day supports, vocational and other agency services; communicating job responsibilities and expectations to staff and measuring performance outcomes; staff development; creating and managing financial records system; assisting families to become a part of treatment team.

Abilities to: carry out established policies and procedures; organize a complex and comprehensive array of integrated services for each member and program in general; organize and maintain a complex record keeping system to document and monitor services; work effectively with staff to meet program goals (i.e., to translate policies and procedures and standards into daily practices, model professional attitudes, coordinate plans and assist in delivery quality programs; allocate resources to appropriate needs and operate within a budget; drive defensively.

MANAGER PERFORMANCE EVALUATION STANDARDS

This position is evaluation according to Manager Performance Evaluation Standards.

POSITION ORGANIZATION CHART

Director III
I
Program Manager II

GRADE: 12

SCHEDULE: 40 hours weekly

Position Description Updated: January 1, 2013

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date