



## **Program Manager**

The Mental Health Association in Putnam County (MHA) is a 40-year-old peer model agency that delivers services that instill hope and provide tools for wellness and recovery to individuals and families in our community who are coping with everyday stresses and mental health challenges through shared experiences, education, and advocacy. It does this through support services to individuals and groups and through participation in community wide outreach and education.

The program manager is responsible for MHA's peer support programs for adults, youth, and children. The program manager reports to the Acting Managing Director.

Hours of Work: 10-15 hours per week, schedule determined by program and staff needs.

1. Develop and ensure continuation of support programs that promote wellness and combat isolation with feedback and input from clients, families, community partners and the public.
2. Recruit, orient, train and provide supportive supervision and evaluation to peer specialist staff.
3. Create monthly program services calendar and staff schedules.
4. As needed, act as staff substitute in delivery of support programs.
5. Review and sign biweekly employee timesheets.
6. Offer staff a mutually supportive environment through open communication to recognize staff skills, encourage professional improvement and growth, and support staff empowerment and wellness.
7. Ensure all peer specialists have access to the resources they need to be effective and confident in their roles.
8. Schedule and facilitate bi-weekly staff meetings.
9. Ensure all service reports are in a format compliant with contract requirements.
10. Track, record and submit stats and reports for all programs on a monthly and annual basis.
11. Other designated duties as assigned.



**Qualifications:**

- Bachelor's degree in social work, counseling, rehabilitation, or human services.
- Experience in providing services to persons who have mental health issues.
- Minimum one year supervising peer specialists or staff engaged in providing mental health information and resources or individual and group support.
- Must be a mental health peer or family member.
- Certification as a peer specialist is a plus; free certification training will be available.
- Strong verbal and written communication skills.
- Ability to lead and influence others in a positive manner, demonstrate willingness to listen, learn, and work with a diverse population.
- Must exhibit compassion, patience, morality, leadership, commitment, and passion to create a positive work and wellness centered environment for clients and staff.
- Bi-lingual Spanish/English is a plus.

You can apply for this job by sending an email with your resume to: [info@mhaputnam.org](mailto:info@mhaputnam.org)