



Mental Health Connecticut, Inc. has an immediate full-time (Monday-Friday: 9am-5pm) opening for an Employment & Housing Services Program Manager within the Waterbury area.

Salary: \$47,500 annual salary commensurate with experience. MHC offers a competitive benefits package which includes:

- Medical (Current employee coverage 80% paid for by MHC)
- Dental
- Voluntary vision & Short Term Disability
- Long Term Disability insurance fully paid for by MHC
- 403b Retirement Plan (company match is \$.50 for every dollar contributed up to 6%)
- Paid time off (11 Paid holidays, vacation time, personal time, floating holiday time, sick time)

This professional level exempt position will be responsible for overseeing the day to day operations of the employment & housing programs determined by the Senior Director of Community Services. Responsible for overseeing the implementation of quality supported employment and housing services, as well as, overall supervision of program personnel, development of job placements, coordination with other support services, and other day to day program operations. Contribute to achieving the agency mission and service standards.

Reports to: Senior Director of Community Programs

The Employment & Housing Program Manager responsibilities include:

- Assure that quality recovery-oriented, culturally and linguistically appropriate, person and family centered, trauma informed and gender specific services are provided in each program to achieve the goals and objectives that every person in recovery aims to accomplish.
- Assure that quality employment services are being provided through the use of Evidenced Based Practices to effectively design, delivery and document Individualized recovery Plans (IRPs) to adult persons in recovery experiencing chronic mental illness and co-occurring disorders, by providing timely and effective employment counseling services implementing sound clinical judgment.
- Oversee and coordinate the efforts of the housing program's CAN Navigators and ensure the provision of direct service case management to individuals experiencing chronic homelessness and other co-occurring disabilities.
- Coordinate with service system around all CAN duties including homeless outreach, facilitating CAN meetings, screening and committee work.
- Assure appropriate job development, job placement, and job maintenance activities.
- Ensure the design, delivery and documentation including, all required funding reimbursement sources if applicable, of measurable outcomes related to the attainment of goals and objectives identified in the Individual Recovery Plan (IRP) or other service plans for adult persons in recovery.
- Ensures the accurate documentation, bookkeeping and retention of confidential records.
- Responds appropriately to emergencies including on call.
- May provide direct care service case management as needed including on call coverage
- Assure advocacy of all program participants and ensure consumer rights, as well as, monitor coordination of services.
- Recruit, manage, and develop direct service program staff by training, teaching, and role modeling for staff members via consistent and open communication and other methods that produce high levels of employee engagement, ensuring quality service for program participants.

- Supervise program staff, including team leaders, so that they provide effective and efficient direct service in keeping with our mission, service standards and values. Conduct candid performance evaluations. Encourage professional career development for staff. Address poor performance issues on a timely basis.
- Maintain outcome measurement systems practices and procedures in accordance with CARF, DMHAS, IPS, CAN, HUD, CTBOS, and MHC standards
- Monitor budgets and management of program operations within the budget guidelines.
- Represent and implements the MHC mission and philosophy by maintaining cordial relations with other agencies, DMHAS, and the community. Develop and cultivate formal relationships with all CAN landlords in order to provide advocacy on behalf of CAN residents.
- Willing and able to drive a personal vehicle locally and within the state. May be required to transport individuals in personal vehicle.

Education and/or Experience:

- Bachelor's Degree in a social science or equivalent experience. Master's Degree preferred.
- Three years related knowledge and experience with housing (HUD) regulations and /or the permanent supported housing program as well as employment programs.
- Supervisory and leadership experience required.

Certificates, Licenses, Registrations: Valid CT driver's license, auto insurance and registration.

If interested in any of these opportunities, please forward cover letter, with salary requirements, and resume to:

MHC Human Resources
 61 South Main Street, Suite 100
 West Hartford, CT 06107
 Fax: 860-529-6833
 hr@mhconn.org

No Phone
 Calls Please
 EOE

Mental Health Connecticut (MHC) is a statewide provider agency and a member of The National Council for Behavioral Health; the agency is one of the oldest organizations (1908) in this country's mental health movement. Our philosophy is the belief that all people have a right to be treated with dignity and respect and are to be encouraged to assume the responsibilities commensurate with their rights. MHC's leadership position in promoting mental health and wellness for all Connecticut residents. Our dedication to this mission is evident through our focus on mental health education, advocacy and direct service, which promote the four pillars of recovery: home, health, purpose, and community. MHC recognizes and supports the individual needs, goals and aspirations of its clients on their way to recovery. All services and programs are provided in an environment which: 1) fosters consumer and provider growth; 2) encourages an alliance among consumers, families, providers, and the public; 3) strives for cultural competency; and 4) upholds the highest ethical standards for its employees.