



Employment Opportunity

Location of Job:	Amsterdam, NY
Employer:	Integrated Community Alternatives Network (ICAN)
Program Name:	Healthy Families of Montgomery and Schoharie Counties
Job Title:	Program Manager
Description of Duties:	<ul style="list-style-type: none"> • Manages all aspects of the Healthy Families New York Program, including fiscal management, administrative, and service delivery components. • Assists with overall planning and direction of the program. • Supervises employees and provides team leadership. • Maintains a work environment that provides maximum safety and health. • Responsible for interviews, hiring and providing proper orientation. • Provides ongoing training to support developmental needs of staff. • Reviews and compiles appropriate records and reports as required for the program. • Implements continuous quality improvement plan. • Facilitates and conducts local advisory board meetings. • Facilitates or conducts regular staff meetings. • Reviews participant case plans. • May provide direct service, e.g. crisis intervention, to families. • Acts as liaison with other community agencies to promote the program to achieve/ maintain capacity. • Maintains a relationship with HFNY Program contract manager. • Ensures that performance targets and performance indicators are being achieved. • Attends HFNY State Leadership meetings. • Performs other related duties as assigned.
Hours:	M-F 8:30-4:30, with flexibility as needed. 35 hour work week.
Salary:	\$52,000.00-\$56,000.00
Minimum Requirements:	Master's degree in human services or fields related to working with children and families, or bachelor's degree in these fields with 3 years of relevant experience

Preferred Requirements:	Less than a bachelor's degree but with commensurate Healthy Families/HFA experience
Contact Information:	Gina Dier, Director of Human Resources hr@ican.family www.ican.family/career-opportunities
Deadline for Resumes:	2/23/24