



## Employment Opportunity

<b>Location of Job:</b>	Montgomery County
<b>Employer:</b>	Integrated Community Alternatives Network
<b>Program Name:</b>	Healthy Families Montgomery County
<b>Job Title:</b>	Program Manager
<b>Description of Duties:</b>	<p>The Healthy Families Program Manager will lead the Healthy Families Montgomery County Team, managing all aspects of the program planning and implementation in accordance with OCFS and Healthy Families America standards. The Healthy Families Program Manager will support the philosophy and mission of the agency by performing the following duties:</p> <p>Duties &amp; Responsibilities</p> <ul style="list-style-type: none"> <li>• Manages all aspects of the Healthy Families New York Program, including fiscal management, administrative, and service delivery components.</li> <li>• Assists with overall planning and direction of the program.</li> <li>• Supervises employees and provides team leadership.</li> <li>• Maintains a work environment that provides maximum safety and health.</li> <li>• Responsible for interviews, hiring and providing proper orientation.</li> <li>• Provides ongoing training to support developmental needs of staff.</li> <li>• Reviews and compiles appropriate records and reports as required for the program.</li> <li>• Implements continuous quality improvement plan.</li> <li>• Facilitates and conducts local advisory board meetings.</li> </ul>

	<ul style="list-style-type: none"> <li>• Facilitates or conducts regular staff meetings.</li> <li>• Reviews participant case plans.</li> <li>• May provide direct service, e.g. crisis intervention, to families.</li> <li>• Acts as liaison with other community agencies to promote the program to achieve/ maintain capacity.</li> <li>• Maintains a relationship with HFNY Program contract manager.</li> <li>• Ensures that performance targets and performance indicators are being achieved.</li> <li>• Attends HFNY State Leadership meetings.</li> </ul>
<b>Hours:</b>	8:30-4:30 Monday-Friday, occasional after hours events as needed
<b>Salary:</b>	\$48-50,000/annually
<b>Minimum Requirements:</b>	Bachelor degree with 3 years of relevant supervisory experience.
<b>Preferred Requirements:</b>	Master degree in social work or health related field.
<b>Contact Information:</b>	www.ican.family ; <a href="mailto:hr@ican.family">hr@ican.family</a>
<b>Deadline for Resumes:</b>	10/1/22