

Program Manager

Specialized Housing, Inc. is seeking a full-time program manager for one of our houses in Newton, MA. This beautiful home is in a great community, with a wonderful group of ten adult residents with developmental disabilities and two live-in staff. Our residents, staff, and families are all deeply committed to a mission of supported, independent living.

With program coordination experience in youth development, special education or human services, the ideal candidate will additionally bring at least 2-3 years of direct service experience with individuals with developmental disabilities. Organized and proactive, s/he ideally also brings experience managing and developing a small program team. This role is best suited to a positive, autonomous, flexible, high-energy manager, who can connect personally with residents and families, and create an environment for each resident to become more independent, build self-esteem, engage in the community and reach his or her potential.

General Job Description:

Reporting to the clinical director, the program manager is responsible for the direct management and supervision of house staff (live-ins, weekend and coverage staff), focusing on the support of the young adults and their day-to-day needs. Specific duties include:

- Oversight of general safety for the young adults and the physical operations of the house
- Prompting and supervision of personal-care tasks and in some cases medication reminders
- Develop or maintain strategies and routines to foster resident independence
- Assistance in, and guidance of, food shopping, meal planning/preparation, with focus on healthy foods and lifestyle
- Tracking and oversight of resident transportation, money management and activities in the house and community
- Leadership and supervision of other staff, using strengths and ideas of others to improve quality of service
- Professional and inclusive communication with residents' families and other related support professionals
- Identify emotional stressors for the young adults and create an environment that prevents, reduces and resolves issues in a supportive and safe manner

With a goal of increasing residents' independence over time, responsibilities may change; that said, at this time, there is the need to create options for social and community outings.

Hours:

The program manager's typical hours are from 12pm-8pm, Monday through Friday; some flexibility is required. At times, the program manager is needed at various appointments (medical, vocational, etc.) that may not fall within the 12pm-8pm timeframe. On-call responsibilities are also required.

Interested individuals should reply to a cover letter and resume

to: info@specializedhousing.org Three professional references and a CORI check are required for this position.