

Parents & Friends is looking for a dedicated Supported Living Services Program Manager to join our team. We provide direct services, programs and activities for adults with intellectual and developmental disabilities.

The SLS Program Manager is responsible for managing the program, which includes providing support and guidance to Direct Support Professionals, and develops activities and strategies to implement each participant's Individual Program Plan (IPP) based on individual needs and preferences. The Program Manager reports to the Director of Coastal Support Services, collaborating closely with our other programs. This is a full time position, consisting primarily of administrative duties with occasional direct service.

Essential Duties & Responsibilities:

- * Works with CSS Program Director to establish and carry out program goals.
- * Apply general principles of social adjustment to the specific needs of individuals, including thinking creatively, developing innovative solutions to problems and using person-centered thinking
- * Provide intake & assessment of referrals to Coastal Support Services and monitor ongoing cases
- * Develop Individual Service Plan for each client and assign support staff to serve client goals and plans
- * Provide monthly support calendars for all clients
- * Attend and participate in inter-agency meetings
- * Meet regularly with other program managers, parents, consultants and care providers regarding client needs and other issues
- * Provide accurate reports as required and within deadlines, including statistics and analysis
- * Case Management, initiate and maintain case records
- * Manage Supported Living Services staff; hiring, evaluations and terminations
- * Review and approve staff reimbursement requests, PTO requests and timesheets
- * Ensure staff complete required and recommended trainings
- * Supervise SLS staff scheduler
- * Fill in for direct service staff in times of emergency

Qualifications, Knowledge and Abilities:

- * B.A. in a human services field or equivalent experience preferred
- * Two or more years proven leadership and hands-on experience training and managing staff
- * Two or more years experience in case-planning, educational or equivalent experience
- * Knowledge in the field of developmental disabilities
- * Excellent organizational, written and oral communication skills
- * Adherence to confidentiality requirements
- * Ability to work independently and collaboratively with program staff
- * Be of good character with a reputation of personal integrity
- * Current CPR and First Aid Certification required (or complete within 30 days of hire)
- * Driving is a requirement of the job (valid California driver's license with access to a reliable personal vehicle that can be used for company business & current personal automobile insurance)
- * Must pass all post-contingency offer fingerprinting/background checks and TB screening clearances
- * Basic bookkeeping skills
- * Bilingual candidates are encouraged to apply (English/Spanish)

Reports To: Director of Coastal Support Services

Supervises: Support Living Services Staff

Benefits: PFI offers a comprehensive benefits program including medical, dental, vision and life insurance for full-time employees as well as a 403(b) plan, a generous paid time off program and .

Application Process: Email a cover letter stating why you are interested in the position, with your resume.