



Because everyone should have a home.

Abode Services, one of the Bay Area's largest and most effective nonprofits working to end homelessness, is looking for an experienced **Program Manager** who will provide leadership, support, and oversight to a multidisciplinary Assertive Community Treatment team for a new Permanent Supportive Housing project (2nd Street Studios) to assist individuals who are chronically homeless to keep them in housing. This team will engage, house and provide wrap around clinical supportive services to 150 chronically homeless, vulnerable individuals who have Serious Mental Health Disorders, Substance Use Disorders, and/or Chronic Health Conditions. This a full-time, exempt position based in San Jose and reports to the Director of Health and Wellness, Santa Clara County.

Abode's Benefits & Perks:

- Competitive Salary commensurate with experience, education, and licensure status.
- Dynamic, mission-drive culture and supportive leadership. We support you in supporting others
- Full Benefits Package: 100% medical, dental, vision benefits coverage for employees
- 19 Paid Time Off days and 9 Paid Holidays per year
- Voluntary benefits: FSA, EAP, Commuter Checks, Life Insurance, Legal, and more
- 403(b) Retirement Savings Plans with Employer Match & Contribution Programs
- Professional Development Trainings, Leadership Academy Programs, Employee Recognition Program, Annual All Staff Gatherings and Holiday Parties

How You Make an Impact:

- Leadership and supervision to coordinate multi-disciplinary integrated service team
- Ensure successful implementation, evaluation, coordination of services, and that programs comply with funding regulations, goals, and stakeholder expectations
- Direct supervision to staff with regular and appropriate feedback including hiring and termination, training and coaching, opportunities for professional growth, meeting goals, verbal and written improvement plans, and regular evaluations
- Maintain effective public relations, develop relationships with the community-at-large to instill support and confidence in the agency and project, speak publicly about the progress and efficacy of the program to interested stakeholders
- Assist in developing materials, assessment tools, job descriptions, policy and procedures
- Ensure overall program compliance to HIPPA guidelines.
- Provide support to staff when dealing with clients' crisis.
- Facilitate regular case conferencing meetings both internally and with external partners

How You Meet the Qualifications:

- MA/MSW with current California Board of Behavioral Sciences registration 4 years' experience working as a graduate level clinician required. Licensure as a LCSW or LMFT in the state of California preferred
- 2 years of field experience working with people with serious mental illness, individuals with co-occurring disorders and complex health issues and/or the chronically homeless population.
- 3 years of experience providing program coordination/management and staff supervision.
- Experience working within an Assertive Community Treatment program and working knowledge of Housing First, Motivational Interviewing, Harm Reduction, Psychosocial Rehabilitation, Psychiatric Disorders and Chemical Dependency Disorders, Crisis Intervention

- Ability to interact effectively with a diverse population with multiple special needs and build successful collaborative relationships with participants, staff, property managers, and community networks
- Strong ability to represent the interests of the agency and comfortable with public speaking
- Excellent verbal skills, organizational, detail orientated, time management skills, and MS Office
- Possess an understanding of and practice cultural sensitivity through open dialogue and self-exploration with diverse groups, while providing direct services
- Ability to intervene effectively in crises situations, with de-escalation techniques, especially while on-call with the crisis emergency phone
- Reliable transportation by car, valid California Driver's License, auto insurance, and clean DMV record required
- Ability to work flexible hours, including occasional weekends and evenings providing staff support as needed while they manage the crisis line and address client concerns

How To Apply: Please send resume and letter of interest to jobs@abodeservices.org

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at any time with or without notice.

Abode Services is an Equal Opportunity Employer/Drug Free Workplace