

Job Posting

Job Title: Supportive Services Program Manager

Agency: Community Action Partnership

Classification: Exempt

Agency:

Community Action Partnership for Madison County Inc. is a nonprofit human services agency that serves Madison, Herkimer and Oneida counties. The agency has programs funded by New York State, federal, and Madison County grants. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, and Housing. The agency is guided by a strength based philosophy that all individuals and families have strengths and that identifying and building on those strengths makes change possible.

JOB SUMMARY:

The Program Manager provide leadership to the Supportive Services Program which offers a wide variety of supports to individuals and families in need. They work collaboratively with other teams with in the agency as well as community partners and funders. Direct services to consumers may include: shelter or permanent housing, utilities, transportation, job development services, information or referrals to services internally or externally. The program goal is to ensure that consumers have the needed services to help them achieve independence and self-sufficiency.

ESSENTIAL JOB FUNCTIONS:

- Oversee the implementation, development and reporting requirements of agency's Housing and TANF Programs. The Program Manager must have an understanding and working knowledge of the strengths- based, client- centered approach to guide staff when doing case management.
- Provide supervision to direct reports reviewing professional development, program goals, quality and quantity of work, and organizational fit with each staff person.
- Responsible for working within designated budgets, understanding fiscal policies, participating in annual budget planning, ongoing budget oversight, and modification reports.
- Participate in community development activities that strengthen the agency's partnerships in Madison County. Represent the agency on appropriate community coalitions and committees.
- Prepare grant renewal proposals and new grant proposals in collaboration with the Management Team.
- Monitor and report of program performance outcome measures. Responsible for reports, data management, evaluation and compliance measures.

QUALIFICATION STANDARDS:

- BA Degree in Human Services or equivalent in related field.
- Supervisory and or Management experience in Human Services preferred.
- Strong written and verbal communication skills.

- Credential in Family Development is preferred.
- Valid driver's license and own transportation.
- Must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check.

Candidates must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this position, please submit your resume and cover letter to: HR@capmadco.org. CAP is an EOE/AE.