

Program Manager

Allegheny County

Status: Full-time Position

Location: Allegheny County

Reports To: Executive Director

General Description:

This position functions under the direction of the Executive Director (ED). As the Allegheny County Program Manager, the individual will participate on the Management Team and maintain expectations that are consistent with a leadership role at PCMS. Those expectations begin with holding the PCMS Core Values (Kindness, Acceptance, Responsive, and Dependable) at a high level of performance, as evidenced by interactions with clients, community partners, and PCMS staff.

Hours of the workday are scheduled to meet the needs of the programs and be coordinated with the Director to ensure appropriate coverage internally and externally. The duties include but are not limited to:

- Day-to-day Operations for the MHCC program, TCM program, and Intakes
- Focus on Staff Development & Performance
- Reporting, Analyzing, and Strategic Interventions
- Intentional Program Adjustments
- Client Care and Intake/RAs as needed to ensure optimal client services.
- Administrative and PCMS Leader by Modeling

Employment Requirements:

- Minimum of bachelor's degree in mental health related field or health care administration, required.
- Mental Health Professional licensed or ability to become licensed by the State of Maryland to practice in the profession of social work, professional counseling, psychology, nursing, or medicine, preferred.
- 5+ years of mental health experience required.
- Management experience and relevant work history required.
- Effectively leads and directs the work of others.
- Ability to analytically evaluate and effectively problem-solve in crisis situations.
- Knowledgeable regarding community resources related to mental health and case management.
- Communication skills, written and verbal.
- Valid driver's license, dependable transportation and vehicle insurance.

If you are interested, please send your resume to recruiting@pcmsinc.org.

Potomac Case Management supports a diverse workforce and is an Equal Opportunity Employer that does not discriminate against individuals. We provide equal employment opportunities without regard to race, ethnicity, color, religion, sex, national origin, age, disability, marital/familial status, veteran status, sexual orientation, gender identity, gender expression, genetic information, or any other protected characteristic applicable under law.