



POSITION: *Program Manager*, Crisis Respite

LOCATION: Crisis Respite Center – Berkana

HOURS: Full-Time 40 hours a week

Schedule to be determined based on program needs.
May include evenings, weekends or overnights.

Number of hours subject to change based on department/participant needs.

Main Function:

Manages and Coordinates the operations, personnel and property of assigned program.

Duties:

1. Ensure that the Crisis Respite Center provides a safe and secure environment for all guests and fulfills the needs of the individual in a person-centered manner.
2. On call to all personnel in the operation of the Respite and in case of emergency or crisis.
3. Coordinates effective program services for guests utilizing person-centered practices.
4. Ensure appropriate program occupancy by coordinating with the Assistant Manager and Peer Specialist Staff.
5. Collaborates with Human Resources department to coordinate personnel processes including firing, supervision, training and termination for assigned program.
6. Provide direct supervision to respite staff.
7. Function as a support in emergencies and in times of unusual program pressure or crisis.
8. Coordinate spending for programmatic needs within budgetary guidelines.
9. Collaborate with Property Management staff to ensure the efficient utilization and maintenance of property.
10. Prepare program reports, corporate compliance documentation and required fiscal data as delegated.
11. Provide information regarding available program services of the Crisis Respite Center in the community to individuals, families and groups seeking such information.
12. Perform other related duties as requested.

Scope of Responsibility:

With minimal supervision, provide training and assistance to individuals utilizing crisis respite services, with the intent to encourage maximum independence. Responsibilities also include ensuring 24 hour safety and wellbeing to the individuals served.

Education & Experience:

Associates degree in human service field required, Bachelor's degree in human service field preferred. Two years' experience working with individuals that have a mental health diagnosis and experience working with adults with substance use issues required. Must have personal experience with mental health services. Certified NYS Peer Specialist or agree to complete required certification within 6 months of employment. Must possess skills to read, understand prepare and interpret basic budgets.

Conditions of Employment:

Basic computer skills, good verbal and written communication skills, organizational skills and human relation skills necessary to empathize with, relate to and effectively work with recipients of the mental health system. Must have a valid NYS Driver License in accordance with the Agency Vehicle and Driving policy and transportation necessary to meet program needs. Academy of Peer Services Certification must be completed within 1 year from date of hire. Must participate and meet established requirements in a database check through the Division of Criminal Justice as defined by the New York State Office of Mental Health. Must participate in successful database checks through the HHS Office of Inspector General, Excluded Parties List System, New York office of Medicaid Inspector General and Specially Designated Nationals.

Reports to:

Director of Community-Based Peer Initiatives

If you are interested in applying for this position, please send your resume to:

AccessCNY

1603 Court Street

Syracuse, NY 13208

Attn: Human Resources

Or apply online at www.accesscny.org/careers

For more information, please contact Katlin McAvoy at resumes@accesscny.org.

An Equal Opportunity Employer