



Mental Health Center of Denver
Enriching Lives and Minds by Focusing on Strengths and Recovery

Job Announcement

Job Title: Program Manager Assistant
Reference #: 1189
Facility: 2829 W. 33rd Ave
Salary: Based on experience
Date Posted: 01/21/11
Status: Exempt
Hours: 40 Hrs. a wk./Nontraditional hours

Position Summary: Assistant Program Manager at Park Place will assist the Lead Residential Program Manager in all aspects of management, supervision and oversight for the Park Place residential facility. This position will also include leading both staff and consumer groups and meetings, conducting supervision with staff, and one-to-one counseling with consumers.

- Assist the Lead Program Manager for Residential Services in the supervision of Park Place.
- individual and group work with the residents of Park Place
- maintain staff schedules
- lead team meetings
- providing clinical supervision to Residential Counselors and Nurses
- maintenance of all requirements for facility licensure and certifications, safety regulations, and required on-site records
- attend scheduled managerial trainings and residential meetings
- other related duties as assigned
- occasional on-call coverage to assist other residential program managers and in emergency situations

Job Requirements

Education: Master degree in social work, psychology, human services or related area; licensed clinician preferred

Experience: Some managerial experience including group and individual supervision experience a must, case management and residential experience preferred

Skills:

- Ability to lead therapeutic consumer groups
- Ability to assist individuals in moving forward in recovery
- Knowledge and performance of evidence based practices in mental health

SUPERVISORY RESPONSIBILITIES: All Park Place staff

PHYSICAL REQUIREMENTS: Ability to sit, stand, bend and reach, drive, operate standard office equipment such as phone, computer, facsimile, copier/printer, and other business machines

How to Apply: Click [here](#) to submit your resume or fax to: 303-758-5793.