



Human Resources

Oakland Livingston Human Service Agency
196 Cesar E. Chavez Ave.
P.O. Box 430598
Pontiac, MI 48343-0598
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(248) 209-2615 FAX
Website: www.olhsa.org

PROGRAM MANAGER

Division: Health, Housing & Nutrition
Department: Health Integrated Services
Supervisor: Assistant Director for Health Integrated Services
FLSA Status: Exempt/ Administrative-Executive

Job Mission:

To provide management support in the development, implementation, and oversight of the daily operations and activities for assigned programs and services improving housing stability. Further, Program Manager is responsible for using independent judgment and discretion with regard to marketing of the programs, monitoring of the problems, dispute resolution of programs, and team supervision.

Performance Standards:

1. Manage assigned housing programs, operations, and functions to ensure the programs are providing compliant and quality services in accordance with OLHSA's and funding sources' service standards, policies, and procedures.
2. Responsible for database administration, reporting, and internal control activities.
3. Supervise assigned staff of two or more to ensure that responsibilities are carried out in a cohesive, cooperative manner to meet the needs of clients. Program Manager shall have hiring, firing and disciplining responsibilities in concert with the Assistant Director for Health Integrated Services.
4. Ensure that external partner relationships and systems of coordinated care operate successfully, including prominent engagement and leadership in the homeless continuum of care.
5. Deliver direct case management to participants, as needed.
6. Carry out all other duties as directed by supervisor.

Qualifications:

1. Bachelor's Degree in human services, health, or related field required.
2. Two (2) years of managerial and supervisory experience required.
3. Minimum of two (2) years' experience working with low income, diverse populations required. Experience working with individuals living with HIV preferred.
4. Minimum of two (2) years' experience using computer applications in a Windows environment and other database applications required; experience with Microsoft 365 is a plus.
5. Strong interpersonal, verbal, and written communication skills required.
6. Valid Driver's License, valid automobile insurance and reliable transportation to be use for job related travel are required.

Hours & Wage

\$760.00 per week (minimum); 40 hours per week, 52 weeks per year

OLHSA IS A DRUG FREE WORKPLACE/ EQUAL OPPORTUNITY EMPLOYER

Job Title: Program Manager

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	6	office/desk work
Stand	1	Housing Inspections
Walk	N/A	
Bend/Stoop	1	

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	Reaching for files
Crouch	Yes	Searching for files, reaching for boxes
Balancing	No	
Squat	Yes	Picking up boxes
Climb	No	
Shoulder level	No	
Kneel	No	
Pushing	Yes	Pushing carts to transport items

	Pounds	Comments
Weight Carried	Up to 10 lbs	Minimal carrying-moving files and storage boxes.

	Pounds	Comments
Weight Lifted	Up to 10 lbs	minimal lifting - moving files, file storage boxes.

Date: Sep 6, 2022