MRC Industries, Inc. Job Posting

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POSTING DATE:	December 11, 2015
JOB TITLE:	Pathways Program Director
JOB ORDER:	**079**
HOURS:	Full-time, 40 hours/week
REPORTS TO:	Chief Executive Officer
POSITIONS SUPERVISED:	Clubhouse Unit Manager, Administrative Assistant
STATUS:	Exempt

JOB FUNCTION: The Program Director is responsible for the daily operations and oversight of MRC's Pathways Clubhouse and employment services. Responsible for compliance with all policies and procedures, Community Mental Health, Medicaid, CARF, DOL and other applicable standards.

Duties:

1. Participate in strategic planning and goal setting for MRC Industries services.
2. Assure tracking and compliance with funding source contract goals.
3. Manage resources and implement strategies to achieve goals and objectives.
4. Make recommendations for hire. Orient, train, and develop staff for positions under supervision. Recommend updates to job descriptions and perform regular staff evaluations.
5. Provide leadership to staff to assure effective organization and structure.
6. Make recommendations for MRC policies and develop procedures for assigned areas as needed.
7. Assure compliance with all applicable CARF, DCH/CMH, Medicaid, DOL, OSHA, ADA, and other local, state, and federal regulations and MRC policies and procedures.
8. Keep staff informed of MRC's overall mission, strategic plan, and goals of the agency.
9. Keep CEO informed of all personnel, program, and customer service issues.
10. Assure up to date knowledge about current trends in the field.
11. Act as a consumer advocate and support consumers to advocate for themselves toward maximum community integration, productivity, personal strength-building, empowerment, and independence.
12. Coordinate with other units in MRC and other agencies that serve consumers. Raise issues, advocate, and problem solve to achieve the best possible results for consumers.
13. Provide staff assistance to the MRC Board's Program Committee.
14. Assist in development of assigned budget. Monitor and assure compliance with budgetary objectives.
15. Provide clinical leadership to staff to assure appropriate programming and operational decisions occur.
16. Train and monitor staff in the development of assessment, goals, and service planning.
17. Offer day-to-day support and consultation to staff.
18. Assure consumer case records are maintained in compliance with standards. Direct and train staff in required recordkeeping.
19. Assist staff to use person-centered planning processes to maximize consumer involvement.
20. Liaise with Access Center and other agencies that serve consumers. Raise issues, advocate, and problem-solve to achieve the best possible results for consumers.
21. Process authorizations in a timely manner to assure timely provision of service and payment.

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CZ/BES: 02/18/2013
CZ 12/8/15

24. Assume responsibility for maintenance and cleanliness of clubhouse and vehicles.
22. Direct and perform special activities as requested by the CEO.

Other Duties:

1. Work in conjunction with other community service agencies to promote the availability of services for people with mental illness to promote coordination, and to insure high quality of services.
2. Assist the CEO to advocate for consumers in the development of state and county appropriations, legislation, and policies and procedures.
3. Assist the CEO in public relations and community education about MRC and the needs of its consumers.

Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Minimum of 5 years' experience within the mental health field with 3 years in a leadership position required.
2. Completion of training relevant to psychosocial rehabilitation, clubhouse models and recovery preferred.
3. Bachelor's degree in a health or human service field and two years experience with the target population required. Licensed Masters Social Worker with at least one year experience with the target population or licensed, certified, or registered with the State of Michigan or a national organization to provide health care services preferred.
4. Ability to provide clinical leadership and possess sophisticated consumers service planning and intervention skills required.
5. Ability to serve as an effective consumer advocate for employment and services required.
6. Minimum three years supervisory experience and able to provide leadership, motivation, staff development, and training required.
7. Excellent oral and written communication skills, interpersonal skills, and good public relations and problem solving skills required.
8. Excellent planning and organizational skills required.
9. Ability to develop clinical record systems and provide clinical treatment monitoring per accreditation standards required.
10. Ability to read and understand budgets and develop policies and procedures, grant proposals, and reports required.
11. Ability to recognize and initiate appropriate response to emergency/non-emergency situations.
12. Ability to assure management of physical plant, vehicles and equipment required..
13. Working knowledge of the internet, email systems and Microsoft office products including Word and Excel required.
14. Valid Michigan driver's license, good driving record required. Availability of licensed, insured vehicle for use on the job. Acceptable driving record. A criminal records check and Recipient Rights Office screening are required for this position.

Work Conditions

1. Office environment with noise from computers, copiers, telephones and staff and client interactions.

Physical Requirements

1. Ability to operate a 10-key calculator, computer keyboard at acceptable levels of quality and speed and other general office equipment as needed to perform the essential duties of the job.
2. Physical ability to work sitting or standing for prolonged periods of time
3. Physical ability to work front of and view a computer terminal for prolonged periods of time
4. May occasionally require minor lifting up to 20 pounds, bending, stooping and other physical activities.

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5. Must be able to work a regular full time work schedule and be able to work varied hours including weekends and holidays as needed.

PAY RANGE:	$41,954 - $62,931 per year
TO APPLY:	**Please apply online at www.mrcindustries.org**
DEADLINE:	**January 18, 2016, 5:00 P.M.**

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