The Survivors and Community Based Program Manager is a multifaceted leadership position with two major areas of accountability: Community Based Programs management and grants management for the Mental Health and Wellness Department.

Responsibilities related to the Community Based Programs management includes oversight of the day to day operation, program and outcomes evaluation of the Survivors and Family Service programs and staff. Grants management responsibilities includes oversight of four grants funding the entire department acting as a liaison and nurturing relationships with grantees on behalf of the entire department.

This position, and team, provides services to the large geographic culturally complex regions of Linn, Johnson, Benton and other southern counties. As a result, this team is able to gain insights into the regions unique complex cultures, understanding the impact of demographic and economic trends on individuals and families. Previously the Survivors and Family Support teams were managed separately.

To support strategic arrangement of our work and leverage the strengths of team members, these programs and staff are managed together.

Horizons Mental Health and Wellness Department

Horizons Mental Health and Wellness Department provides individuals and families with children experiencing conditional and situational stress adversely affecting stability, individually tailored and culturally appropriate support. This department includes two primary programs, therapy and Community based programs. Services includes parenting education, life skill building, homicide and violent crime advocacy, support groups, individual, couple and family counseling, and group therapy.

Organization

Horizons and its affiliate Elder Services Incorporated (ESI) employs a multidisciplinary holistic strength based business. Through four distinct yet incorporated efforts, Community Health and Nutrition, Mental Health and Wellness, Neighborhood Transportation Services and Financial Health & Wellness, staff through internal cross departmental collaboration provides
clients access to all programs. Our approach, developed with purpose, allows us to leverage supports inconsideration of the whole person and family. As a result, we are able to address systems barriers adversely impacting economic and health stability of or clients.

**POSITION RESPONSIBILITIES:**

1) **Staff and Program Development 50%**
   Responsible for day to today oversight of team members. Create and manages infrastructure for team member independence to manage their work consistent with the department goals – with a focus on strength based service approach. A. Program Development, Management and Evaluation

- Recommend annual program goals, strategies and tactics. Develop, with the team, an annual program implementation plan. Understand demographic trends, grant accountabilities and the vision of the program.
- Responsible for program evaluation of outcomes and measures development.
- Staff Supervision, Coaching and Leadership Development
- Establish a strong team thorough staff leadership development and coaching. With support from, MHW Director, HR Director and Clinical Manager establish capacity building plan connected to team goals and required training.
- Ensure each staff member has an annual work plan connected to the goals of the team. Provide staff infrastructure and support to implement a strength based service delivery approach.

2) **Grants and Budget Management 20%**
   Develop and manage the team budget and ensure grants are written, submitted and managed according to requirements in partnership with and support of Fund Development Director, Finance Director and MHW Director.

   A. Grant Management and Reporting:
   - Provide oversight of four grants acting as a liaison and nurturing relationships with grantees on behalf of the entire department.
   - Author annual grants, handle quarterly, mid-year and year end reports.

   B. Budgets Development and Management:
   - Ensure staff are current on grant report invoices, etc.
• Communicate with the state regarding financials and program data, in partnership with Finance.

3) Partnership and Alliance Building 30%
Our approach, culturally based, is in consideration of and service to the whole person and family. To achieve cross department, cross cultural and the establishment of strategic partnership, have established an internal and external service integration model.

A. Internal Integration

• Participates in the following internal groups to support service to the whole person; leadership team, MHW department wide meeting and other strategic efforts.
• As a part of the Community Based Team workplan quarterly review, evaluates the cross-department service integration model with current clients and make organization wide recommendations for strengthening both the integration service model and strengthen based approach.

B. External Integration and Outreach

• Partnership development to support the agency and program. Identify growth potential, long term partnerships and incorporate these partnerships into annual team work plan and goal, with an emphasis on cultural competency.
• Information sharing and alliance building. Participate in community outreach through presentations and other community events. Investigate partnerships, coalitions, groups where Horizons should consider participation.

COMPETENCIES:

1. Effective group and one-to-one communication skills
2. Collaboration ability
3. Leadership
4. Organizational Skills
5. Supervisory Responsibility
6. Team builder
7. Technical Capacity
8. Effective time manager

EXPECTATIONS FOR ALL EMPLOYEES:

1. All employees shall be responsible to learn and comply with all safety and health rules and regulations applicable to their work. It is their further responsibility to support Horizons in providing a safe place to work and to protect themselves, co-workers, and clients against injuries or illnesses.
2. Understand HIPAA regulations and report potential infractions to Human Resources.
3. Recognize and build on the cultural diversity of our clients and co-workers. Display sensitivity and responsiveness to cultural differences of staff and clients.
4. Attend training as directed; attains agency, funders and state training requirements.
5. Actively, assertively, and thoughtfully participates in staff meetings on a regular basis, as scheduled by the supervisor.
6. Includes volunteers in department and job function.

EDUCATION AND EXPERIENCE:

The Community Based Program Manager must possess a Family Support Supervisor Certification or be able to obtain within one year of employment per Early Childhood Iowa and Better Tomorrows grant contracts. Demonstrated ability to deliver strength based services to multi-need families. Demonstrated skills in working with diverse populations, substance abuse, domestic violence, and child protection. Experience with fiscal management and strong writing skills required. Demonstrated experience with coaching and capacity building. A background in healthcare setting preferred.

HOURS AND SCHEDULE EXPECTATIONS:

Monday through Friday, 8 am until 5 pm with an hour lunch. Hours might vary for fundraisers as needed.

SKILLS AND ABILITIES:
Must possess the ability to maintain a positive consistent attitude in working with staff and clients, including holding the belief that people have the capacity to grow and change. This position is a mandatory child abuse reporter and must be re-certified every five years. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Horizons is an Equal Opportunity Employer.

QUALIFICATIONS:

1. Must provide vehicle for own transportation.
2. Must possess a valid Iowa driver’s license.
3. Must possess valid auto insurance.
4. Must supply all needed records
5. Must be able to be certified as not having been involved in abuse to children or adults.
6. Must be able to be certified as not having been involved in criminal activity.

HORIZONS’ SHARED VALUES:

Family: We go above and beyond for each other at Horizons because we believe in one another. Treating each other with respect, providing support and giving trust. We come together to celebrate our accomplishments. We encourage the heart.

Team Work: We work together toward common goals. We understand the value of collaboration in the workplace. We communicate and get involved at Horizons to help our community. With a sense of unity, reliability and flexibility to change, which supports an empowered way of working. We enable others to act.

Accountability: We do what we say we will do, with an ownership mentality. Holding each other accountable by being clear with expectations and feedback. We build trust through accomplished goals. Integrity: We demonstrate sound moral and ethical principles in all that we do. We foster honesty, trust, and clear, frequent communication. We lead by example and model the way.
**Knowledge:** We seek to understand the ‘Why’. We challenge the process and strive to continuously grow. We are aware and share information to make good decisions. We are a team of lifelong learners that are committed to developing leaders.

**Compassion:** We seek to understand the feelings of others while showing kindness & respect. We desire to help others. We are committed to our mission to instill hope, change lives, and brighten futures of those we serve through the work we do.

**Open-mindedness:** Horizons encourages creativity and new ideas. We embrace diversity while recognizing and respecting others’ points of view. We pushing ourselves out of our comfort zone. We have a drive to learn.

**Building Relationships:** Horizons' employees build strong and diverse relationships with all of our Stakeholders and the community we serve. We communicate openly and honestly as we listen to understand. Horizons Inspires a shared Vision.