The Macedonia FACE Program Manager serves as a member of our leadership team, and contributes at management team meetings by providing programmatic input. The Program Manager oversees the daily operations of all programs offered within the Family Engagement Services unit. The programs include Community Case Management that focuses on support families with children and individuals who are in need of basic tangible support and linkage to referrals. The Family Services Program Manager provides direction to unit Supervisors and assist with building the skill of direct service staff. The Program Manager demonstrates a commitment to our Vision that ‘All people live in a healthy and thriving community.’

**Primary Responsibilities:**

- Independently develops and manages highly confidential documents; maintains privileged and sensitive information.
- Schedules and organizes the logistics of key meetings related to direct service provision including internal and external stakeholders.
- Oversees paper and electronic filing systems (i.e., Docuware).
- Assesses program performance and prepares documentation, written reports and collects outcome data and monitors effectiveness and quality of agency programs.
- Confers with other management team members to coordinate and document agency operational activities.
- Leads and evaluates the performance of unit supervisors. Provides supervision, coaching, training support and technical assistance to other staff members.
- Coordinates training and technical assistance needs for program staff.
- Develops and controls deadlines, budgets and activities. Confers with the management team to monitor program budget and prepares correlating reports.
- Inspects documents, forms, records and other materials for accuracy and completeness; processes a variety of forms and documents according to established procedures; assure conformance to established guidelines and standards.
- Prepares reports for funders and senior level management.

**Minimum Requirements:**

- Bachelor’s degree or equivalent experience required; master’s degree preferred
- Minimum 5 years’ human services experience required
- Minimum of two years’ experience as a supervisor and/or project manager
- 3 years’ administrative or customer service-related experience required
- Act 33, 34 and FBI clearances required
- Valid PA driver’s license, clean driving record, insurance and registration required

**Compensation is $65,000 for the ideal candidate.**
Because Macedonia FACE serves medically vulnerable consumers COVID-19 vaccination is required. Proof of vaccination is required within 45 days of hire. The company will consider accommodations for disability- and religious-based reasons.

Resumes and cover letters are to be sent to the attention of Acuity Human Resources by emailing info@acuity-hr.com be sure to list the position name and Macedonia FACE in the subject line. The position will be remain open until filled. Screening for qualified applicants will be begin immediately.