

**LOWENSTEIN HOUSE, INC.
JOB DESCRIPTION**

**PROGRAM SERVICES COORDINATOR
Barksdale Location**

Exempt: Yes	Grade: 9	Starting Pay Range: \$45,000 - \$50,000
Department:		
Supervised By: Executive Director		
Date Last Revised: December, 2019		

POSITION SUMMARY

The Program Services Coordinator is responsible for supervising the Unit Leaders, Case Managers, Unit Leader Assistants, Adult Basic Education Instructors and volunteers at Lowenstein House Barksdale. This position works to ensure that unit training activities and other support services are of high quality and meet the needs of the members. This position reports directly to the Executive Director at Lowenstein House.

RESPONSIBILITIES

1. Maintains a training and recovery program in accordance with the stated goals and objectives of Lowenstein House.
2. Supervises and trains the Unit Leaders, Case Manager, Unit Leader Assistants and Adult Basic Education Instructors. Ensures compliance with regards to unit paperwork and other funding source requirements. Substitutes for Unit Leaders and/or arranges for coverage during Unit Leader absences.
3. Regularly monitors and evaluates the program units for quality. Makes recommendations for groups, activities or other improvements to the program.
4. Supervises the development and monitoring of Individual Program Plans for members. Audits member records for quality and content. Ensures that all member records maintained by subordinates are of acceptable quality and kept up-to-date.
5. Ensures that unit training curriculums are updated regularly and meet the needs of the members. Ensures that recovery oriented activities and programs are implemented for the members of Lowenstein House.
6. Works with the Peer Services Coordinator in coordinating and supervising recreational and special events for the program.
7. Assists in teaching WRAP and IMR as needed.
8. Trains, supervises and coordinates volunteer activities for Lowenstein House. Supervises student field placements.
9. Participates with other management staff in conducting weekly staff meetings. Assists program staff with

developing plans of action regarding members; provides supervisory guidance and coordinates program activities. Handles behavior and other issues regarding the members.

10. Supervises the entire program whenever the Program Director or Administrative Services Director is absent.
11. Provides presentations on Lowenstein House when needed.
12. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises the Unit Leaders (Clerical, Food Service and Environmental), Case Managers, Unit Leader Assistants and the Adult Basic Education Class Instructors.

MINIMUM REQUIREMENTS

- Licensed in the State of Tennessee
- Master's degree in human services or a related field
- At least one year of mental health or social service experience
- At least one year of supervisory experience
- Valid driver's license

OTHER SKILLS AND ABILITIES

- Ability to function with a high degree of initiative and independence
- Possesses basic computer skills
- Ability to plan, organize, coordinate and direct various activities
- Ability to communicate clearly and effectively both orally and in writing
- WRAP I and II Certified
- IMR certification and/or training

PREFERENCES

- State of Tennessee Social Work License
- CPRP - Certified Psychiatric Rehabilitation Practitioner
- Psychosocial rehabilitation experience
- Experience working with volunteers and/or students
- Experience in working with various community agencies
- Familiarity with desktop publishing