



JOIN OUR TEAM AND MAKE A DIFFERENCE!

“Action Inc is a non-profit organization dedicated to developing pathways out of poverty in Southwest Montana through innovative, community-based, collaborative approaches.”

COMPETITIVE COMPENSATION AND BENEFITS!

Supportive Services Manager

Employment/FLSA Status: Full-Time /Exempt

Wage: DOE; Open until filled!

Position Description

We are seeking an energetic person to join our team and perform the duties of Supportive Services Manager. Through a respectful, constructive, and energetic style guided by the mission of the organization, the position plays an integral role in ensuring the successful implementation of services to poor and low-income citizens. The Manager is responsible for general management of the Youth Services Department, Homeless/Housing Services Department and the Eligibility Services Department. The Supportive Services Manager ensures the programs operate in compliance with federal requirements, that contract obligations are met and work is completed efficiently and in accordance with budgets. The Manager is responsible for leadership and personnel management within the department and works collaboratively across all departments to integrate agency services. The position works collaboratively with funding agencies on program monitoring and data collection systems.

Duties and Responsibilities

Program Management, Planning and Implementation

The Supportive Services Manager oversees the delivery of supportive services offered by the agency on behalf of youth and adults who need housing, heat or advocacy assistance. The Manager has the opportunity to identify and develop new programming for youth and other low-income groups based on community needs and will represent the agency on associate committees and boards. The Supportive Services Manager establishes procedures and builds systems to support completion of multiple contracts following all relevant federal and state rules and regulations. Develops sound budgets and works with the Fiscal Department to track and maintain budget integrity. Uses data analysis to continually improve systems, efficiencies, and outcomes. Coordinates with the Action Inc. Management Team to ensure the department's alignment with Action Inc.'s mission.

Compliance

Ensures all work completed within the department is done in compliance with federal, state, local and agency policies and ensures maintenance of proper documentation. Ensures all required reporting is completed accurately and on-time. Prepares for annual monitoring visits and audits; works with auditors and monitors during site visits to provide documents as required. Provides complete and accurate reports to the Action Inc. Management Team as required.

Personnel Management

Provides overall leadership to department personnel, models core values and effectively articulates expectations. Plans and directs the work of Department employees. Assesses staffing needs and performance and coordinates with the Chief of Operations and the Human Resources Manager in hiring and management of personnel within the Departments. Fairly and consistently implements agency Personnel Policies and Procedures and provides department personnel with training on agency policies. Aligns training and education of department staff with essential functions and plans for training to ensure a well-prepared work force.

Desired Qualifications

The knowledge and abilities are usually acquired through advanced education in the areas of Human Services and/or Education and three years related experience with disadvantaged populations is preferred. Other combinations of education and experience which could provide this knowledge, skills and abilities will be evaluated on an individual basis.

Must be bondable and insurable. Must possess a valid Driver's License and carry valid motor vehicle insurance. Must have access to a reliable motor vehicle.

Action Inc. offers a competitive benefit package, which in addition to compensation, includes: paid vacation, sick and personal leave; paid holidays; medical, vision, dental, life insurance and retirement benefits through the Montana Public Employees Retirement System (PERS).

How to Apply

Apply on our website at <http://butteassistanceprograms.org/careers/>. You may also pick up an application at Action Inc., 25 W. Silver, Butte, MT 59701 or at the Butte Job Service, 2201 White Blvd, Butte, MT 59701. Submit completed application, resume and cover letter to the Butte Job Service, or Action Inc. You may also email application materials to jpaul@hrc12.org.

Action Inc. is an Equal Opportunity Employer

Women, minorities, veterans, and individuals with disabilities are encouraged to apply.