

Western Montana Mental Health Center
410 Windward Way
Kalispell, MT 59901
(Phone: (406) 257-1336
Fax: (406) 257-1353

Position Title: Program Manager (Lone Pine Lodge/Fox Creek Adult Homes)
Location: Kalispell Adult Mental Health
Hours: 40 Hours per week (Flexibility to work varied schedule including evenings, overnight, weekends and holidays)
Accountability: Reports to Service Line Director – Adult Services
Close Date: Internal Posting – Open Until Filled

Essential Duties:

- Supervise residential care workers at the group home.
- Complete placement agreements, functional assessments, progress notes, and billing forms as required.
- Coordinate all aftercare and discharge planning in conjunction with treatment.
- Provide ongoing constructive feedback to residents regarding their functioning relative to their individual treatment plan, explore alternatives to their behavior, and promote acceptance of their own ability to make changes.
- Maintain a clean, safe, therapeutic environment for residents with assistance in routine household, yard, and/or vehicle maintenance tasks.
- Maintain an awareness of the program's physical environment and report maintenance and facility safety concerns to appropriate personnel.
- Observe ingestion of medications and monitor psychiatric symptoms and side effects of medications.
- Assist with development of work readiness and pre-vocational skills (e.g. job coaching, accompaniment to volunteer opportunities).
- Teach and encourage community adjustment (e.g. ability to use community resources such as stores, professional services, recreational facilities, government agencies).
- Provide all necessary care to residents that are required to promote physical and emotional wellbeing.
- Promote and facilitate group living skills between residents in a therapeutic milieu setting by modeling conflict resolution and problem solving skills.
- Role model an adult who makes mature and responsible decisions regarding his/her emotions and behavior.
- Utilize verbal de-escalation techniques to intervene in crisis situations.
- Work as part of a multi-disciplinary team.
- Complete progress notes and billing forms as required.
- Complete daily logging on observations of all pertinent events occurring within the milieu in order to ensure consistency in treatment.
- Attend supervision and staffing meetings as required.
- Provide transportation to consumers in WMMHC passenger van and/or personal vehicle as needed.

- Successfully complete CPR, de-escalation, and other training as required and assure group home staff does the same.
- Maintain appropriate personal and professional boundaries with clients, families, community resources, and coworkers.
- Assist with staff coverage as needed for the group home.
- Assure group home is staffed 24 hours a day, 7 days a week with awake staff.
- Provide feedback to staff related to their work performance and conduct monthly staff meetings.
- Make sure staff receives required training in accordance with Western 's policies.
- Maintain paper work and complete inspections in accordance with the HOME cert grant.
- Lead groups and house meetings as requested.
- Perform related work as assigned.

Knowledge/Abilities:

- Commitment to the vision, values, and mission of Western Montana Mental Health Center.
- Acceptance of a variety of lifestyles, behaviors, and cultural and spiritual practices.
- Knowledge and understanding of residential treatment for adults with serious and disabling mental illness.
- Ability to exercise discretion and maintain client and employee confidentiality.
- Ability to exercise sound judgement in evaluation.
- Ability to work within framework of therapeutic milieu.
- Effective verbal and written communication skills.
- Flexibility and ability to work a varied schedule including evenings, overnight, weekends, and holidays. Staff is required to remain awake for assigned shifts.

Education/Experience:

- Bachelor's degree in social work, human services, psychology, or other closely related field highly preferred.
- High School diploma or GED equivalency required.
- Minimum of one year's experience working with adults with disabling mental illness.

Certificates, Licensure, Registration:

- Valid Montana Driver's License with acceptable driving record, covered by auto insurance, and ability to drive WMMHC vehicles and have good driving record.
- Proof of auto liability insurance in compliance with WMMHC's requirements.
- Ability to pass background check upon offer of employment.