



ACW

RESIDENTIAL MANAGER JOB POSTING

POSITION OVERALL PURPOSE:

To provide program oversight to ensure contract obligations are met, beds are filled, and clients are receiving the best possible services.

DUTIES AND RESPONSIBILITIESPURPOSE:

- Manager will create and implement outreach strategies to ensure the beds are filled.
- Manager will meet with staff weekly to ensure group and individual notes as well as and care coordination notes are entered into our Electronic Health Record system.
- Manager will help create a supportive trauma informed environment for clients and staff.
- Manager will ensure the facility is safe and clean and if crises occur are handled calmly and appropriately.

ADDITIONAL DIMENSIONS:

- Working knowledge of substance abuse treatment and recovery. Sensitive to the needs of women in treatment and women with mental health struggles. Experience working with diverse populations, such as homeless women, battering and incest survivors, incarcerated women, and women with diverse sexual orientations. Ability to work in a community-based setting which utilizes team approach. Must be reliable, prompt, willing to learn and flexible.

QUALIFICATION REQUIREMENTS:

- Masters Degree in Social Work or related degree plus 5 years program management experience preferably over a residential program. Computer literate. Strong oral and written communications skills. Must have a valid California driver's license or Identification. If recovering from substance abuse, must have minimum of 3 years clean and sober. Need not to be recovery to apply. English/Spanish speaking are encouraged to apply.

[CLICK HERE TO EXPLORE HISTORY](#)

Send your CV and resume to:
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For more information, visit our web at

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