

Stabilization Program Manager

Full-Time | Salaried



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About Project Place

Since 1967, Project Place has been a resource for individuals who are experiencing homelessness in Boston. Through innovative programming, including social enterprises, we facilitate the successful transition of individuals to economic self-sufficiency. Comprehensive programming consists of classroom instruction, on-the-job training, case management services, housing and job placement, credential training, retention, and employment services.

Our office is in the South End of Boston, conveniently located less than a mile from the MBTA Orange subway line and Red subway line. The MBTA Silver Line bus also stops directly in front of our building.

Please visit our website at www.projectplace.org for more information about our organization.

About This Job

Job Title: Stabilization Program Manager

Reports to: Director of Client Services

Responsibilities:

The Stabilization Program Manager is responsible for the management and facilitation of the Stabilization Programming Around Recovery and Resilience Coaching (SPARRC) program. As a member of the Stabilization department, this individual will oversee outreach and enrollment of program participants in need of stabilization services such as housing, substance use disorders supports, physical & mental health services, and community reintegration.

Specific duties of the Stabilization Program Manager include:

- GROUP FACILITATION
 - Facilitating psycho-educational curriculum for small groups based on the Dialectical Behavioral Therapy (DBT) model and hard skills around professionalism expectations in the workplace

- Delivering programming and care coordination to a growing population of clients struggling with substance use disorders, mental health, and barriers that have historically inhibited their success in employment and housing outcomes
- PROGRAM DEVELOPMENT AND EVALUATION
 - Overseeing client recruitment and enrollment processes while ensuring consistent delivery of client curricula
 - Outreaching to partner agencies regarding client recruitment, intake, and programming
 - Maintaining strong relationships with and across departments to meet agency outcomes and inform service delivery
- CLIENT SERVICES & DATA
 - Maintaining a stabilization caseload and support agency retention efforts
 - Completing client censuses and monthly reports for internal and external stakeholders
 - Utilizing agency database to enter clients, maintain case notes, and document services provided
 - Ensuring timely data entry in alignment with contracting requirements
- CLINICAL RESOURCE
 - Maintaining up-to-date knowledge of community resources and referrals
 - Supporting staff to understand and incorporate Housing First, Harm Reduction, Motivational Interviewing and Trauma Informed Care service models
 - Creating safety and crisis plans in collaboration with program participants and other staff
- Working in collaboration with program management team to ensure best practices, support staff development, and meet the diverse needs of program participants
- Other duties as assigned by the Executive Director or designee.

Qualifications:

- Master's degree or equivalent work experience in the behavioral health, human or social service field/s
- Clinical training with preference for licensure in LCSW, LMHC, LADC
- Experience in program management
- Proficiency in clinical concepts, including Dialectical Behavioral Therapy (DBT)
- Strong facilitation and communication skills
- Familiarity with the barriers associated with individuals experiencing homelessness, returning to the community from incarceration, and experiencing substance use disorders preferred.

Location: Work will be performed primarily in person at our office.

Schedule: Monday through Friday, 40 hours a week, typically from 9:00 AM to 5:00 PM.

Compensation & Benefits

The salary for this position will range from \$68,000 to \$73,000 per year, commensurate with experience.

Our benefits include:

- 3 weeks of vacation in the first year; 4 weeks of vacation every year thereafter
- 10 sick days and 3 personal days annually
- 13 holidays and 1 floating holiday
- Medical insurance, dental insurance, vision, and life/long-term disability insurance
- 401(k) plan and 401(k) match.

How to Apply

Please submit both a cover letter and resume to LeNay Harper, Director of Client Services, at LHarper@projectplace.org. No phone-call inquiries or in-person applications, please.

Equal Employment Opportunity & Affirmative Action Policy

It is the policy of Project Place to provide equal employment opportunities without regard to race, color, religion, sex, national origin or ancestry, age, disability, military or veteran status, sexual orientation, gender identity or expression (including transgender), genetic information or any other protected characteristic under applicable law (“protected class status”).

Project Place also will take affirmative action as called for by applicable laws and Executive Orders to ensure that diverse individuals, including qualified individuals with a disability, are introduced into the Agency’s workforce and considered for promotional opportunities.