

## **The Branch**

### **Job Posting**

**POSITION:** Program Director, Supported Living Services

**REPORTS TO:** Executive Director

#### **POSITIONS**

**SUPERVISED:** Supported Living Team Lead and Community Support Specialists

**Status:** Exempt

**SUMMARY:** The Branch's mission is to support individuals with psychiatric, developmental or intellectual disabilities, helping them to live, learn, work and socialize as valued members of the community. Although founded on Jewish values, the organization welcomes persons of all backgrounds as program participants, staff and volunteers. The Director of Supported Living Services is responsible for overseeing the Supported Living team's role in carrying out the mission, ensuring programmatic excellence for participants and professional growth for staff. The program provides one on one supports that enable individuals to live independently in their own homes, as well as community supports in group settings.

#### **Responsibilities:**

- Leads the Supported Living Team by providing oversight and direction to team members, ensuring that the program operates in accordance with best practices and within monitoring standards of regulatory bodies.
- Identifies and pursues opportunities for growth, development and improvement of the program.
- Maintains effective communication and working relationships with program participants, their families, and external professionals.
- Acts as the primary contact for interested parties seeking private pay or government funded services and recommends alternatives when The Branch's services are not appropriate.
- In collaboration with the Director of the Sally and Howard Levin Clubhouse, develops and implements a marketing strategy for Supported Living Services, maintaining regular communication with referral sources and promoting the program in the community.
- Recruits, trains, supervises, and evaluates staff and ensures that staff engages in appropriate formal and practical training.
- Manages financial stability of the program, including adherence to and preparation of the annual budget. Ensures that billing is prepared and submitted accurately and on time.
- Represents the Supported Living Program at community events sponsored by The Branch.
- Reports quarterly (or more frequently as needed) on program activities, trends, and performance to the Board's Quality Assurance Committee. Serves as staff liaison to the Committee.

- In keeping with agency values, ensures that staff receive education in Jewish holidays and traditions, and that community kitchens are operated in accordance with Jewish dietary laws.

**Essential Competencies:**

- Excellent leadership and communication skills with collaborative, flexible work style
- Ability to work independently, problem-solve and implement solutions.
- Strong analytical skills and ability to develop and operationalize a strategic vision for the program.

**Essential Qualifications:**

- Master's Degree (licensed) in Social Work preferred, or masters in psychology or another human services related field; minimum of three years of program management experience.
- Five years of experience working with individuals with intellectual, developmental and/or mental health disabilities.
- Knowledge of Jewish culture a plus
- Computer literate, proficient in Microsoft Office
- Satisfactory driving record and current insurance.

Compensation \$65-80,000 commensurate with experience and qualifications. Competitive benefit package includes health and dental insurance, paid time off and retirement plan with employer match.

Applicants should submit a cover letter and resume to: [ngale@thebranchpgh.org](mailto:ngale@thebranchpgh.org).