



Position: Mental Health Services House Manager
Department: Clear Spring Road- Women's House

Qualifications:

- BA/BS in behavioral science or related field and 2000 hours supervised experienced delivering services to persons with mental illness **or** a master's degree in behavioral science or related field **or** 6,000 hours providing support to adults with mental illness
- Ability to work independently
- Pass DHS background check
- Have a valid driver's license and reliable transportation

Responsibilities:

- Assist residents with day-to-day running of AFC home
- Assist residents with cleaning, laundry, hygiene, meal prep and grocery shopping; manage petty cash
- Run house in order to meet expense projections
- Drive individuals to appointments, communicate with service providers and assist with scheduling as needed
- Provide basic social & living skills to adults with mental illness in their home
- Promote recovery from mental illness as the ultimate goal
- Help people re-establish normal roles in the community and facilitate the development of personal support networks
- Provide crisis management and de-escalation as needed in the home
- Manage AFC staff, including hiring, training, performance evaluations, and scheduling
- Run staff meetings
- Work under AFC regulations and ensure compliance with these rules; complete licensing paperwork and other required mental health, medical, financial, and legal documentation
- Coordinate medical, dental and psychiatric care for all AFC tenants
- Write treatment plans & update AFC files as needed
- On-call every 4-6 weeks

Salary: \$13.97-\$14.54 an hour DOE

Hours: FT Monday-Friday, 8:30-4:30 with occasional evening hours

Contact: Send resume w/cover letter to anorsten@cipmn.org or fax 612-362-4479, Attn: Amy
Please send resume in PDF or MS Word Format

Starting Date: ASAP

Respond by: Posted until filled

Number of Openings: 1

EEO/AA