



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Building Better Lives

Program Manager- Residential Services

Job Information

Job Description

Job Type: Full-Time

Pay: \$38,000 yearly

Program: Shelter Plus Care

Location: Muscogee County

Posting Date: 05/06/2022

Application Deadline: Open Until Filled

Position Open to: All qualified applicants

***ENTRY SALARY may be adjusted depending upon the selected candidate's qualifications and agency budget considerations. ***

Submit Completed State of Georgia application to Recruiter:

**Cheryl Williams
Cathy Thomas**

**New Horizons Behavioral Health
2100 Comer Ave
Columbus, Georgia 31904**

Fax: (706) 596-5589

Email: jobs@nhbh.org

Website: www.nhbh.org

Manage Shelter Plus Care Housing Program, document in New Horizons' and client medical records, complete check requests as needed and maintain requisition receipts

Minimum Qualifications:

Bachelor's Degree in sociology, psychology, counseling, or a closely related field.

Preferred Qualifications:

Must be able to perform clerical duties (typing, filing, organizing, data entry), computer skills, simple accounting task and possess good customer service. Experience in a mental health, social services or a community service organization preferred

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The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.

This position is subject to close at any time once a satisfactory applicant pool has been identified.