



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Program Manager

Job Information

Job Type: Full-Time

Pay: \$35,000 per year; **includes state C.O.L.A**

Program: HUD Rural Family Rehousing

Location: Southern Counties

Posting Date: 1/27/2023

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:

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

Fax: (706) 596-5589

Email: jobs@nhbh.org

Website: www.nhbh.org

Job Description

The candidate's job responsibilities include the follow: Access and determine eligibility for services and housing resources; Strong collaboration with landlords and community partners on behalf of individuals; Maintain documentation of all efforts in the Homeless Information System; Assist with coordinating and linking individuals to community resources and monitoring the progress of individuals enrolled in the program.

The candidate will work with the homeless population in the following counties: Harris, Talbot, Randolph, Clay, Stewart, Quitman, and Chattahoochee.

Days / Time: Monday-Friday, 8am to 5pm, and some non-traditional hours may be involved.

Minimum Qualifications:

A Bachelor's degree. Must possess the knowledge, skills, and abilities to work with individuals who may be experiencing mental disabilities and/or addictive diseases, in addition to homelessness.

Preferred Qualifications:

Experience working with individuals with mental illness and/or addictive diseases.

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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.