

# EMPLOYMENT OPPORTUNITY

**OPEN: August 10, 2018**

**CLOSE: August 30, 2018**



Dynamic Non Profit Organization

Craig's List

## **PROGRAM MANAGER (PM),**

*About The Job:* Do you desire a position that affords opportunity to design model service programs for families of diverse populations and strengthen collaborations with stakeholder groups? The Roberta's House PM position may be the career opportunity just for you. We will share more exciting information with you during the employment interview. *Apply for the PM position today.*

*The PM duties include, but are not limited to:* Provides day-to-day hands-on management of the Interconception Care Home Visiting Program (ICHVP) in the Baltimore-Metro area. The PM is closely involved in complex program design, planning, monitoring, evaluation, budgeting, supervisory duties of family assessment worker and family support worker, prepares/conduct staff training, quality assurance; strong communication skills, may represent employer at various meeting/events

Develop protocol, case management strategies, face-to-face interaction with mother/family; client grief counseling; oversee implementation/evaluation of approved "peer support group" activities using evidenced-based, parenting curricula; conducts/oversee monthly grief counseling and peer group meetings with the mother and family members, professional or personal experience with infant mortality/loss or willingness to learn, knowledge of grief counseling principals and community resources, diligent, organized, accurate, willingness/ability to work a flexible schedule including evenings and some Saturdays

*Requirements:* Full-time; Master's Degree in human services field; experience with diverse Baltimore-Metro Area families a plus, use of Microsoft Suite, background check and valid driver's license.

**Compensation:** Salary for position is commensurate with experience and is grant-funded

\*\*Position Description will be provided to eligible applicants ONLY

### **Submit Resume - Principals only**

Email resume and letter of interest to: [vlanddavis@robertashouse.org](mailto:vlanddavis@robertashouse.org)

U.S. mail or electronic submission must be received by August 30, 2018

Mail resume and cover letter may be mailed to:

Roberta's House

Attn: Executive Director

2510 St. Paul St.

Baltimore, MD 21218

Fax documents to: 410-235-6636

Equal Opportunity Employer