

Queen of Peace Center Program Manager

As a member of the Federation of Catholic Charities, Queen of Peace Center (QOPC) has been providing family-centered behavioral healthcare for women, children and families.

General Description:

Full-time position responsible for facilitating services and program oversight at Queen of Peace Center Recovery Housing Program. Must maintain an honest, ongoing communication with Queen of Peace Center.

Responsibilities:

1. Maintain an environment which is drug-free, non-violent, treatment focused and respectful.
2. Ensure a clean and efficient environment throughout the building which is compliant with City and State regulations.
3. Monitor performance and openly communicate with Live-In House Manager.
4. Ensure all residents' records are up to date and person centered.
5. Order supplies and submit house bills to Administrative Manager daily.
6. Create, schedule and facilitate groups including weekly house meetings.
7. Keep up to date records on daily census and provide to the billing department in a timely manner.
8. Collect and document resident rent and program payments.
9. Conduct fire, tornado and earthquake drills quarterly.
10. Report all emergencies to Director of Housing and Community Services immediately and complete incident reports.
11. Audit the Medication Administration Record (MAR) and ensure compliance.
12. Provide direct supervision of all program staff including Behavioral Health Technicians and Peer Specialist.
13. Assist with house coverage which includes evenings, weekends, holidays and after hours.
14. Other duties as assigned.

Requirements:

1. Minimum of MAADC I or II; lived experience with substance use with at least 3 years in recovery
2. Valid driver's license and proof of insurance; Missouri resident requires a Class E license
3. Ability to manage time well and finish tasks in an efficient manner
4. Demonstrate leadership and professionalism

Interested candidates should submit resume and cover letter to Rosie Seiler,
rseiler@ccstl.org.

EOE