



Full Time Project Manager Connect4Success

Responsibilities

- Coordinates all operational and administrative duties related to Project Connect4Success
- Schedules weekly/monthly Project Connect4Success clinical and evaluation meetings
- Plans and establishes a systematic record keeping system
- Compiles and organizes all data for monthly, quarterly and annual reporting
- Responsible for ensuring CQI activities are implemented and utilized.
- Operates programs within budgets and guidelines provided.
- Collaborates with the Supportive Community Housing Program Coordinator and the Street Outreach program Coordinator.
- Coordinates in-service training, arranges staff attendance at conferences; prepares a systematic training plan to meet department and program needs and to improve client services.
- Ensures that staff are proficient in providing services to a culturally diverse population relative to age, ethnicity/race, sexual orientation, economic status, disability, and literacy.
- Ensures that program maintains compliance with requirements of funding sources, state and federal regulations, licensing bodies and accreditation.

Qualifications

- Minimum Education: Master's degree, Social Work, Human Services, or equivalent.
- Experience: Three years of directly related experience with at least two years in quality improvement, and/or project management and data outcomes.

Hours: 37.5 hours per week

Resume and Cover Letter: Liz Gonzalez, Director of Administration
Child and Family Charities
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Lansing, MI 48911
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We are an Equal Opportunity Employer. In our agency and the communities we serve we celebrate and value diversity, equity, and inclusion.

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