

Job Description
Program Director
Casa Milagro
Santa Fe, New Mexico

Casa Milagro is a non-profit organization that provides Permanent Supportive Housing (PSH) in a residential, community-based setting to individuals who came to us experiencing homelessness. Our residents also often experience a range of mental and behavioral health challenges. Our collective goal is that the day they enter our program will be the last day they experience homelessness.

Casa Milagro is an innovative and growing organization which offers an opportunity for a creative co-leader to make a difference. We are looking for a program director to grow with us and help us meet the needs of our residents.

Our program director will work closely with our executive director, program manager, care coordinators, support staff, and residents to ensure a safe and healthy environment where our residents can work towards their goals.

The program director will have clinical training and will assist our residents in getting the most effective support possible. They will do this by coordinating with outside agencies and providers as well as our staff, as described in the duty list below.

Primary duties

- Hiring, training, supervising, and scheduling staff.
- Overseeing daily operations for the organization in collaboration with the program manager and under supervision of the executive director.
- Assisting the executive director with the development of policies and procedures for the organization.
- Supervising care coordination staff with the development and implementation of service plans for residents.
- Providing supportive case management services as needed.
- Liaising and collaborating with outside mental health care providers as needed to ensure residents receive the best mental health care possible.
- Facilitating communication with staff and residents, including admissions meetings, community meetings, and crisis/conflict-resolution meetings.
- Managing residents and staff in the event of a mental health crisis.
- Working closely with the executive director to develop the organization for maximum benefit to those we serve.

Hours & Benefits

- 30 hours per week; starting pay rate \$20-\$22/hr based on experience and licensure.
- Casa Milagro currently offers Paid Time Off (PTO) to full time staff (who consistently work 30 hours or more per week) and is working to position our agency to offer health benefits to full time staff as soon as possible.

Negotiable

- Intern support for Southwestern and NMHU School of Social Work students
- Start date

Qualifications

- Bachelor's Degree in Social Work, Humans Services, Psychology, Human Development and Family Services, or related discipline. Master's Degree in Social Work, Counseling, or related discipline preferred.
- Strong clinical skills, knowledge, and experience working with adults with mental health issues, overseeing the implementation of treatment plans, and mediating crises.
- At least two years experience managing and supervising teams preferred.
- Collaborative leadership style, flexibility, creative problem-solving, and grounded, engaged presence.

To learn more about Casa Milagro, please visit <https://www.casamilagrosantafe.org>.

To apply for this position, send a cover letter, resume or CV, and 2-3 references to dlb.casamilagro@gmail.com.