**In-Home Services Program Manager**

August 2024

# Thank you for your interest in the In-Home Services Program Manager position with Missoula Aging Services, a premier employer, in beautiful Missoula, Montana. This is a full-time, 40 hour per week position on our In-Home Services team. The starting salary for this exempt, fully benefited position is $55,000- $56,000 annually, depending upon experience and qualifications.

**Enjoy having your nights and weekends available to do what you like!** The In-Home Services Program Manager hours are Monday through Friday, 8 AM to 5 PM. Occasional use of a personal vehicle and travel within the Missoula community and surrounding area is required. You must maintain a valid MT driver’s license and vehicle insurance as required by MT state law.

**Instant job satisfaction in knowing your work is making someone’s day better.** The In-Home Services Program Manager oversees and manages the Veteran Directed Care (VDC) Program, In-Home Support Services (IHS), and Caring Companions (CC) Programs. This role involves coordinating, developing, and implementing these programs. The Manager collaborates with the In-Home Services Director to ensure that all activities align with program guidelines and meet established goals and objectives. Additionally, the Manager is responsible for ensuring that the programs comply with all relevant federal, state, county, city, and funding regulations, as well as any other applicable requirements.

Additionally, candidates shall have:

1. Considerable knowledge of modern social work principles, practices and the problems and needs of older adults and their caregivers.
2. Considerable knowledge of care management methods, procedures, and practices; Knowledge of the application of crisis intervention skills.
3. Working knowledge of resources and services available in the community; Considerable knowledge of the social dynamics of aging issues and the aging process.
4. Demonstrated skill in supervising people and monitoring and evaluating performance; Considerable skill in organizing people and projects. Above average skill in interpersonal relations, including written and oral communication.
5. Excellent grant writing skills and knowledge of grant funding policies and procedures; General skill in budget preparation and monitoring.
6. Strong program management and time management skills. Proven analytical thinking, conflict management, and mediation skills.
7. Considerable skill in conducting social work assessments, developing care plans, and advising staff on proper procedures.
8. Ability to promote client’s self-determination and provide input to the plan of care with respect to social and other non-medical covered services. Ability to monitor service delivery including cost of services provided, service effectiveness and reassess continuing client need.

The preferred knowledge, skills and abilities described above are typically acquired through the completion of a relevant bachelor’s degree (e.g., social work, human services management, management, non-profit management psychology, nursing) and three (3) years of relevant management experience in a health care setting preferred; *OR*a suitable combination of education and experience. Volunteer work may be considered in evaluating work experience.

Qualified candidates must submit a **cover letter and resume** to be considered.

**For more information or to apply directly:**

Visit the Missoula Aging Services website – <https://missoulaagingservices.org>

* Click on “About Us - Careers” (top of page)

Submit your cover letter and resume to:

hr@missoulaagingservices.org

**Benefits:**

* Missoula Aging Services is part of Missoula County’s benefits plan, providing excellent health, dental, vision, group life & long-term disability insurance (available first of the month following 60 days after hire).
* Paid Time Off, Holidays & Paid Extended Leave
* Retirement (with employer contributions after one year of service)
* Employee Assistance Program (EAP)
* HSA/Flex
* Wellness Plan
* Flexible Scheduling

Missoula Aging Services is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital status, sexual orientation or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status. Please advise us if accommodation is needed to participate in the application or interview process.

**MISSION**

Missoula Aging Services promotes the independence, dignity, and health of older adults and those who care for them.

## **VISION**

Missoula Aging Services is the voice of older adults. We provide programs and services in our communities, empowering people to age with confidence and without fear.

**VALUES**

**To make our mission and vision a reality, we practice the following:**

* In working with each other and the community, we follow our Guiding Principles and core values which are Integrity, Communication, Accountability, Respect and Safety.

**To support our mission:**

* We are person-centered in working with our clients.
* We respect a person’s autonomy within their capacity to remain independent.
* We believe that diversified funding creates a healthy and sustainable organization.
* We recognize the value of services we provide to aging adults, to veterans and to people with disabilities.
* We determine what and when services should be fee for service based on established criteria.
* We listen first. We believe that hearing from the people guides our direction.
* We are inclusive and non-partisan, listening to the minority and the majority.
* We are respectful in our communication and our behaviors – individually and collectively.
* We recognize that lack of awareness can lead to underserved aging adults.
* We believe that collaborative strategies can result in effective and efficient efforts and partnerships.
* We believe that volunteering provides a positive experience for the volunteers and those we serve.
* We honor and value our volunteers, respect their wisdom, experience, and engagement.
* MAS volunteers and clients are excited, enriched and valued through community service opportunities.

**DIVERSITY STATEMENT**

Missoula Aging Services welcomes and values all persons and embraces diversity among our staff, clients, and others whom we serve. We are committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.