

Employer: Justice In Mental Health Organization (JIMHO)
Location: Lansing, MI
Title: Richard's Place Housing Manager
Full time position with health benefits

SUMMARY

Coordinate and supervise activities of a 7 bed emergency shelter run by and for mental health consumers.

Essential Duties and Responsibilities

1. Coordinate operations of the shelter
2. Accept and review referrals from community service providers
3. Supervise four part time, hourly staff
4. Supervise residents action plans toward housing.
5. Assist residents with referrals to community service agencies
6. Conduct interviews, hire new staff, and provide employee orientation.
7. Coach and provide support to residents
8. Assist residents in developing goals and action plans for housing
9. Responsible for staff scheduling
10. Schedule and conduct staff meetings
11. Other duties as assigned

Qualifications

1. Must be a current or former recipient of mental health services
2. Must have a high school diploma or GED
3. Must have a valid drivers license
4. Must be able to demonstrate a high level of independence

Applications Accepted Until March 15, 2010

Applications can be submitted in the following manner:

Mail
JIMHO
520 Cherry St
Lansing, MI 48933
Attn: Jean

Email
jimhohousing@yahoo.com

Fax
(517) 371-5770