



Job Title	Program Manager, Older Adults
Reports To	Chief Program Officer

Job Purpose

The Older Adult Program Manager facilitates all outreach, education and training related to older adult behavioral health. This includes ensuring success of peer support activities, while supporting MHAMd's other education and outreach initiatives.

Duties and Responsibilities

- Develop and implement strategies to raise awareness related to wellness for older adults; increase efficiency, expand capacity, and diversify funding sources.
- Provide oversight and delivery of older adult activities and work collaboratively across internal departments to achieve objectives and support the MHAMd mission.
- Facilitate, develop, and attend training, outreach events, education, advocacy opportunities for older adults, peer workforce, and communities, relating to the importance of mental well-being.
- Establish, strengthen, and maintain relationships with partner institutions, funding organizations, and stakeholders to maximize information sharing and to achieve objectives.
- Contribute to development and implementation of programmatic performance outcome measures and quality assurance reporting, including management of the program reporting requirements.
- Implement programs, outreach, and activities within provided budget guidelines.
- Develop and maintain a collection of resources for older adult behavioral health, including list of experts for special topics for training suggestions including but not limited to; mental health, physical health, aging, cultural competence, trauma informed care, resiliency, adult protective services, disabilities and special needs, and recreational activities for older adults.
- Prepare and coordinate outreach materials, educational brochures, correspondence and complementary web and social media content as needed and in partnership with the Communications department.
- Oversee volunteer peer support network providing peer support to older adults.
- Provide peer support to older adults with behavioral health needs when necessary.
- Other duties as assigned.

Qualifications

- Demonstrated experience as a Program Manager or other managerial position.
- Knowledge of performance evaluation and change management principles
- Experience navigating behavioral health services preferred.
- Experience providing training in diverse large or small settings.
- Deep understanding and experience in the navigation of behavioral health systems and geriatric systems, including experience developing partnerships with systems and resources.
- Ability to understand, engage and communicate with aging populations.
- Experience with O365, Excel, Salesforce, SharePoint, project management and learning management software desired.
- Strong oral and written communication skills, multilingual is a plus.

Position Classification

Full time, non-exempt and benefits.

General Conditions

- Flexible schedule, ability to perform activities when families are available, weekends and evenings.
- Ability to sit or stand for prolonged periods.
- Must be able to lift-up to 25 pounds at times.

- Valid driver's license, reliable transportation, and active automobile insurance coverage.
- Home office or designated space to conduct confidential business including secured access to high-speed internet.

Travel Requirement

Ability to travel throughout the State of Maryland and attend out-of-state conferences as required.

Location

State of Maryland

How to Apply

Send a cover letter noting your interest and resume to jobs@mhamd.org

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