



**PROGRESS VALLEY, INC.**  
**JOB DESCRIPTION FOR OUTPATIENT PROGRAM MANAGER**

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**Open Position Announcement:**  
**Outpatient Program Manager Temporary Position**

Progress Valley has been providing a full-continuum of chemical dependency services to the Twin Cities community since 1972. Currently we are looking for someone who is licensed as an alcohol and drug counselor and/or mental health professional to work as a Program Manager in a newly developed outpatient program in Bloomington. This position will be temporary, full-time from July through November, 2019.

The Program Manager will:

- Coordinate all screening and admissions into the outpatient treatment program.
- Complete Comprehensive Assessments for community members as requested.
- Facilitate weekly outpatient relapse prevention groups and meet individually with outpatient clients.
- Assist with marketing and growing the expanded outpatient services.
- Conduct chart audits, funding requests, and other clinical documentation.

Requirements for the position:

- **MUST** be an either a LADC with at least 2 years of experience **OR**
- **MUST** be a fully licensed mental health professional (no licensing candidates/students).
- Experience in supervision highly preferred.
- Must have excellent oral and written communication skills and be able to work well with a team.
- Must have strong group facilitation skills and a desire to lead groups.
- Must be free of any chemical use problems for at least two years.
- Must not have been in a chemical dependency treatment program for the past year.
- Must be able to pass a DHS background check and not be on probation.
- Must have a valid driver's license.

**To apply:** Send resume and cover letter to: [showes@progressvalley.org](mailto:showes@progressvalley.org)