

Organization: Well Community

Position Title: Manager of Programs (full-time - salaried/exempt)

Job Location: Dallas, TX

Application Instructions: Please email resume and cover letter, along with 2-3 professional references, to hr@wellcommunity.org No phone calls please.

About the Well Community:

Those who struggle with mental illnesses are thirsty for acceptance, support and meaningful relationships. Offering hope and healing through best-practice interventions, friendships and the power of faith, The Well Community provides a place to belong. Founded in 2002, the Well is a 501(c)(3) nonprofit organization. While it started as a simple, church outreach to a handful of people, The Well has grown into a flourishing, significant ministry among adults coping and managing serious mental illnesses. The Well's philosophy of care, relational engagement and holistic care combine to make a significant impact upon those we are called to serve.

Brief Job Summary:

The Manager of Programs is responsible for developing and executing the goals and objectives, in consultation with the Executive Director. The Manager of Programs is responsible for the direction, oversight and implementation of all programs and ministries of the Well Community.

Programs and services include, but are not restricted to:

- Community Life Center
- Thursday Night Life Worship Service
- Semi-annual overnight retreats
- Jacob's House
- Case Management
- Internships

Primary Responsibilities:

- Oversee of all programs and ministries of the Well Community to achieve successful outcomes
- Provide leadership to program staff, volunteers and interns through effective goal setting, delegation and communication
- Be responsible for the recruitment, orientation and onboarding of all program staff, volunteers and interns

- Be responsible for the supervision and direction of all program staff, volunteers and interns
- Ensure the quality of programs
- Create tracking and evaluations for measurable impact
- Work with program staff to create, compile and implement goals, strategies and methods to meet the needs of members
- Research and develop partnerships and collaborations with community partners

Additional responsibilities:

- Provide vision, focus and direction regarding the spiritual stewardship of all ministry-related functions of the organization
- Represent the Well Community at church, civic and community events which includes making presentations, answering questions and meeting with current or potential stakeholders (such as donors, civic leaders, nonprofit leaders, mental health advocates and members).
- Respect the dignity, value and confidentiality of all members

Qualifications:

Required:

- Master's degree in social work or another related field
- Three years of clinical experience in the mental health field
- Excellent time management, organization and the ability to manage multiple priorities
- Proven ability to supervise, manage and train staff
- Excellent written and oral communication skills
- Working knowledge of Microsoft and Google applications
- Eligibility to work in the U.S.

Preferred:

- LMSW
- Bilingual Spanish

Work Schedule

- Standard office hours, except for each Thursday evening
- Occasional nights and weekends based on the needs of the organization

Benefits

- Health insurance (after three months employment)
- Vacation Time - 10 days, can be taken as accrued
- Sick Leave - 10 days
- Holidays - 11 days

The Well Community is an equal-opportunity employer and does not discriminate based on age, race, national origin, gender, sexual orientation, religion, marital status, parental status or mental/physical handicap.