

Community Partnerships has a full-time opportunity for a highly skilled professional to join our Leadership Team. Community Partnerships is a community-based agency responsible for overseeing traditional and nontraditional service delivery to individuals (children, youth and adults) with mental health challenges and their families.

Job Title: Director of Program Development and Quality Improvement

- Qualifications:**
- Master's degree in related field
 - 5 years experience working in community-based mental health
 - Understanding of, and ability to provide program evaluation, analyze data and outcomes, and provide direction based on program analysis
 - Demonstrated leadership and advocacy skills to promote accountability and agency mission and vision
 - Demonstrated ability working with people of diverse cultural backgrounds
 - Knowledge and experience of diverse funding mechanisms, i.e., Medicaid, managed care, fee for services, HMO/insurance, etc.
 - Demonstrated ability to work effectively with human services, mental health and education systems on behalf of individuals with disabilities
 - Experience writing policies and procedures, and new program development
 - Ability to monitor contract requirements to meet required expectations and timelines
 - Demonstrated written, verbal, organizational and computer skills

- Job Duties:**
- Responsible for new program development, ongoing program enhancement and quality oversight
 - Identify and pursue growth opportunities consistent with agency strategic plan, mission, vision and values
 - Assume lead responsibility in writing for RFPs and grants, and provide leadership to the workgroups necessary to assist in this process
 - Assumes lead responsibility in researching, reporting and implementing strategies to improve the quality and effectiveness of the agency's programs
 - Provides primary oversight of contract requirements pertaining to program development and quality
 - Takes lead responsibility for program Quality Improvement audits
 - Acts as initial contact and responder to consumer complaints and grievances, and monitors the appeal process and related timelines
 - Assists with the development, functioning and modifications to information systems related to program data and outcomes
 - Oversight of the development and revisions of communication materials (newsletter, logic models, brochures, Family Handbook, etc.)
 - Provide backup to staff as necessary and participate in the after hours on-call rotation

Work Hours: 40 hours per week, salaried (limited evening hours and on-call required)

Application Instructions: Send **completed application**, cover letter and resume to:

Community Partnerships, Inc.
Attn: Human Resources
1334 Dewey Court
Madison, WI 53703

Alternatively, fax to (608) 250-6637 or e-mail to hr@commpart.org

- Application available at www.community-partnerships.org. Application packet **must be complete** and received or postmarked by 5:00 pm, November 14, 2013 to be considered.
- Criminal background check is required for employment.

Community Partnerships is an Affirmative Action/Equal Opportunity employer.