

**Community Partnerships has a full-time opportunity for a skilled professional to join our Children Come First (CCF)/Comprehensive Community Services (CCS) Team. The Program Supervisor will supervise a group of Case Coordinators who provide assessment, treatment planning, and care coordination for children and youth with significant mental health issues and their families.**

**Job Title: Program Supervisor**

**Qualifications:**

- Bachelor's Degree in counseling, social work, human services or related field
- Minimum of five years of relevant experience serving individuals with significant mental health challenges
- Commitment to trauma-informed and culturally-relevant service provision
- Experience and knowledge navigating systems of care and creating linkages between consumers and applicable services
- Excellent written and verbal communication skills
- Proficiency in navigating computer systems

**Preferences:**

- Master's Degree in counseling, social work, human services or related field plus applicable clinical licensure
- Prior CCF experience
- Prior supervisory experience
- Prior experience providing in-home services

**Job Duties:**

- Receive and review incoming CCF/CCS referrals and assign them accordingly
- Facilitate individual and group supervision, including reflective supervision, to ensure quality provision of services, service continuity, and achievement of treatment and contract goals
- Provide back-up support to Case Coordinators, especially in the area of crisis management and coverage of urgent needs
- Assist Case Coordinators in the provision of crisis risk assessments as requested by the Coordinators
- Develop collaborative relationships with community service providers and referral sources
- Facilitate and participate in recruiting, hiring, and training of new staff
- Participate as a voting member of client review boards on a rotating basis with other supervisors/managers
- Analyze program trends and make recommendations for changes that are consistent with a family stability model of care and a wraparound philosophy

**Work Hours:**

- 40 hours per week, or until the job is completed, occasional evening hours may be necessary
- Participate in rotating (back-up) on-call schedule with members of the Leadership Team

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

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

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

Application Form available at [www.community-partnerships.org](http://www.community-partnerships.org). Application packet **must be complete** to be considered.

- Position will remain open until filled.
- Valid Wisconsin Driver's License, access to reliable transportation, and automobile insurance are required.
- Criminal background check is required for employment.

**Community Partnerships is an Affirmative Action/Equal Opportunity employer**