

Community Partnerships (CP) is an emerging leader in coordinated care and mental health service delivery in Dane County and the Greater Madison area. We embrace a strengths-based approach in partnering with others to address the mental health and wellness needs of our community. We value collaboration, learning, and growth. We encourage personal and professional growth in all positions in our agency and seek new talent that will continue to enrich and diversify our workplace perspective and our connection to the community.

We have an opportunity for a skilled professional to join our Leadership Team. The Program Manager is responsible for providing programmatic and clinical oversight for child, family, and young adult programming. This person will directly supervise members of the Extended Leadership Team and serve as an important link between programs and senior administration.

Job Title: Program Manager

- Qualifications:**
- Master's Degree in counseling, social work, psychology, or closely related field with related clinical licensure
 - Minimum of 5 years experience in human service related field, working with children, families, and young adults impacted by mental health challenges
 - Minimum of 3 years of supervisory or program management experience
 - Demonstrated commitment to cultural humility and trauma-informed care
 - Excellent written and oral communication skills
 - Demonstrated initiative and flexibility
 - Demonstrated computer proficiency

- Preferences:**
- Experience providing substance abuse counseling and related credentialing
 - Experience providing CCS services and related credentialing
 - Prior experience serving both children/families and young adults
 - Knowledge of Dane County's community resources which benefit children, families, and young adults

- Job Duties:**
- Ensure that all programs and direct-care staff implement the overarching philosophies of a family stability model of care that is reliant upon effective family engagement, measureable outcomes and durable results.
 - Manage program operations to ensure service continuity and achievement of program goals.
 - Provide administrative, clinical, and reflective supervision to direct supervisory reports and staff.
 - Provide clinical supervision for staff members who are acquiring supervised clinical hours toward licensure, as needed and as possible under parameters of the candidate's license.
 - Oversee the provision of CP's after-hours emergency response for enrolled participants, provide crisis back-up to Program Supervisors and direct-care staff as necessary, and participate in back-up on-call schedule with other members of the Leadership Team.
 - Facilitate and participate in recruiting, hiring and orientation efforts for new staff, and act as resource person to Human Resources and the Senior Leadership Team in the areas of staff recruitment, performance recognition, and retention. Take a direct role in the recruitment and coordination of in-house psychiatry and prescribing.
 - In collaboration with Program Supervisors, identify, establish and direct policy and procedures for orientation and training needs of program staff.

- Assist the Program Supervisors and direct-care staff in ensuring that families are linked to appropriate community resources. Advise Provider Network Coordinator, Clinical Director, and Executive Director about gaps in the mental health service delivery system in Dane County.
- Co-facilitate a monthly Supervisors' Meeting to ensure consistency in philosophy and practice across programs.
- Work closely with the Quality Improvement Manager to ensure that contract requirements are met and that durable results for clients are being achieved.
- Oversee the utilization of psychiatric hospitalizations and out of home care, and implement strategies that support family stability and the least restrictive placement of children.
- Work closely with Program Supervisors and Quality Improvement Manager to develop policies and procedures necessary to achieve program fidelity and meet contractual requirements.
- Analyze program trends and make recommendations for program improvement strategies when necessary.
- Work collaboratively with the Chief Financial Officer in annual budget development and review monthly financial reports to ensure programs are operating within financial parameters.
- Prepare reports required by contract or requested by county officials or the agency Executive Director, Clinical Director, or CFO.
- Offer presentations as needed to educate professionals and the community about the vision, mission and services of Community Partnerships and its programs.
- Participate on various program-specific and system-wide committees, as required.

Physical Demands: While performing the duties of this job, the employee is required to sit at a desk and computer for long periods of time, is occasionally required to stand; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crawl and/or crouch. May be requested to lift materials of up to 35 lbs. Specific vision abilities required include reading computer screen and written documents; close vision, color vision and ability to adjust focus. Communicate effectively via verbal, audible and written means. Regular travel by car required.

Work Conditions/Hours: Heated and air conditioned open office/office environment. Work in community not limited to homes, community centers, hospitals/clinics, etc. Noise level is usually low to moderate. Will be required to regularly travel locally (non-local on occasion) and work offsite. Monday through Friday with some scheduling flexibility expected to meet staff and program needs.

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

If you need technical assistance or an accommodation during the application/hiring process please email us at hr@commpart.org or call (608) 250-6334.

- **Application Form** available at www.community-partnerships.org. Application packet must be complete to be considered.
- Applications will be reviewed upon receipt. Please submit your application as soon as possible for early consideration. Position will remain open until filled.
- Criminal background check is required for employment.
- Valid Wisconsin Driver's License, access to reliable transportation, and automobile insurance according to agency guidelines are required.

Community Partnerships is an Affirmative Action/Equal Opportunity employer.