

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 Extended Leadership Team and the newly blended Comprehensive Community Services (CCS) and Transition to Independence Program. The Program Supervisor is responsible for supervising a team of professionals who provide psychosocial rehabilitation services in partnership with children, families, and young adults (typical age range 6-30). This supervisor will serve as an important link between direct care staff and senior administration. The supervisor is also responsible for maintaining a small caseload of program participants as capacity allows.

Job Title: Program Supervisor, Comprehensive Community Services and Transition to Independence Programs

- Required Qualifications:**
- Master's Degree in counseling, social work, psychology, or closely related field with related clinical licensure (Licensed Professional Counselor, Licensed Clinical Social Worker, Licensed Marriage and Family Therapist)
 - Minimum of 5 years experience in human service related field, working with children, families, and young adults impacted by mental health challenges
 - Experience and knowledge navigating systems of care and creating linkages between participants and these service
 - Demonstrated commitment to cultural humility and trauma-informed care
 - Excellent written and oral communication skills
 - Demonstrated initiative and flexibility
 - Demonstrated computer proficiency

- Preferences:**
- Prior experience providing supervision to staff
 - Experience providing substance abuse counseling and related credentialing (CSAC, SAC, SAC-IT)
 - Experience providing Comprehensive Community Services (CCS) and related credentialing
 - Knowledge of Dane County's community resources which benefit children, families, and young adults
 - Specialized knowledge and experience with target population (children through young adulthood)

- Job Duties:**
- Screen incoming CCS and County contract referrals and assign them accordingly.
 - Fulfill MH Professional role within CCS cases
 - Facilitate individual and team supervision to ensure quality provision of services, service continuity, and achievement of contract goals.
 - 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.
 - Identify programmatic and policy enhancements and work to blend these with existing programming.
 - Review monthly financial reports to ensure programs are operating within financial parameters.
 - Develop collaborative relationships with community service providers and referral sources. Coordinate community outreach and develop and maintain collaborative relationships with referral sources in the community to maintain program enrollment at or near capacity at all times.

- Partner with the Quality Improvement Manager to ensure that contract requirements are met and durable results for participants are being achieved.
- Participate in rotating (back-up) on-call schedule with other members of the Leadership Team.
- Provide in-home and community-based psychosocial rehabilitation services to a small caseload of program participants, as capacity allows.

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.

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