Job Announcement – Supervisor, Work Center Program

Chrysalis, Inc., a non-profit agency that provides vocational support services to individuals with mental illnesses, is currently hiring for the full-time position of Work Center Supervisor.

Job Summary: The Work Center Supervisor is responsible for all aspects of the daily operation and coordination of the Chrysalis on-site prevocational work group. The supervisor oversees 50 clients in a group setting as they work, designs and implements treatment plans based on individual needs, coordinates and administers vocational assessments, facilitates the development of positive work behaviors and the enhancement of social skills, and provides outreach and encouragement to clients. Provides supervision to two work center assistants. The supervisor is responsible for procuring and scheduling work projects from the community, the preparation and setting up of projects, the performance of quality control, and the accurate completion of projects. The supervisor acts as part of the rehabilitation team, coordinates services with Chrysalis staff, and with staff from other agencies. The supervisor also completes agency-wide administrative duties and initiates outreach to further Chrysalis’ presence in the community.

Essential Qualifications:
1. Bachelors degree in social work, psychology, human services, or related field.
2. Experience in community mental health treatment methods.
3. Knowledge of Mental Health diagnosis, symptoms, and treatments.
4. Familiarity with vocational and psychiatric rehabilitation principles.
5. Knowledge of federal and state laws governing the handling of confidential information.
6. Ability to evaluate, make recommendations and problem solve about mental health and job related concerns.
7. Ability to work independently and interact effectively with consumers, employers, staff, and community members.
8. Ability to manage multiple responsibilities, supervise others and delegate workload.
9. Excellent verbal & written communication skills.
11. Strong commitment to principles of recovery and consumers’ participation in their own service planning.
12. Ability to create and maintain professional boundaries.
13. Highly computer literate (i.e. in Microsoft Word, Excel, & PowerPoint)
14. Ability to lift 40-50lbs

Preferred Qualifications:
1. 2 years experience working with individuals who have serious psychiatric disabilities
2. Knowledge of Mental Health and DVR systems in Dane County

Hours: Full Time (approximately 40 hours per week)
Benefits: 100% individual health care, three weeks vacation the first year, ten paid holidays, flexible scheduling.
Pay: $26000- $27040 annual salary
Available: Immediately

Please submit a cover letter AND resume to:
Attn: Julianne Carbin.
Chrysalis, Inc. 1342 Dewey Ct. Madison, WI 53703,
Or Chrysalis 844@sbcglobal.net
Call (608) 256-3102 with questions