Family Works Inc., a social service agency, is seeking a qualified and skilled individual to become a licensed Program Manager for our Developing Abilities Program; a treatment foster care program providing intensive services to children and adults with Autism and other developmental disabilities. Experience working with this population AND previous employment as a manager or supervisor is required. This is a full-time position with varying hours. Compensation is $30,000- $34,000 annual salary, depending on education and experience. Health, Dental, 401K, paid time off, and other benefits are available to full-time employees of Family Works, Inc.

Candidates for Program Manager must meet one of the following licensing qualifications as required by the Department of Children and Families Administrative Code, Chapter 56:

- A 4-year college degree from an accredited college or university in Social Work; Sociology; Special Education; Psychology; Counseling; Criminal Justice; Nursing; or other Health, Education, or Human Service related field.
- Two years of supervised full-time work experience in an out of home care or assisted living program with individuals with Developmental Disabilities.

Basic duties and responsibilities include direct care and supervision of the clients, as well as:

- Participating in developing, reviewing, and updating assessments, treatment plans, progress reports, behavior intervention plans, etc.
- Providing supervision and training to Direct Care Staff, including support, consultation, coaching, staff development, monitoring, and addressing performance issues.
- Periodically reviewing and updating policies and procedures.
- Overseeing the day-to-day operations of the foster home, including household budget, grocery shopping, household shopping, staff scheduling, household maintenance, etc.
- Accountability to ensure that 24 hour care is provided in the foster home. This may include working varied shifts and hours within the home.
- Attending treatment team meetings and advocating for your clients.
- Scheduling, attending, and transporting clients to medical related appointments.
- Working cooperatively with other support staff in the home.

Must be 23 years old, possess a valid driver’s license, and have an impeccable driving record (No more than 2 moving violations in the past 3 years and no DUI’s). Candidates are subject to pre-employment background checks, drug screens, health examination, and reference checks.
Please send your resume to Amanda Siefert at amandas@family-works.com for consideration.