Program Overview

ARC Community Services is a nonprofit agency that develops and operates programs for women with substance abuse disorders, women offenders, and human trafficking victims. Our mission is to empower women to reclaim their lives and better the lives of their children and family members through treatment, education, and support, within a safe, structured, dynamic environment.

Position Overview

This administrative leadership position is responsible for planning, development, implementation and supervision of the five ARC residential treatment programs in conjunction with the Director of Community Justice Programs and under the direction of the Executive Director. This position provides clinical supervision for the Program Managers and treatment staff and ensures coordination and implementation of the treatment programming and services.

Job Duties

- Provides direction, supervision, quality assurance, and management for the residential treatment programs
- Responsible for designing, formulating, implementing, and revising treatment programming and for meeting evidence-based, best-practice goals and objectives
- Develops policies, procedures and protocols of programming and evaluates outcomes to ensure that programming is therapeutic, safe, and meets agency and funder outcome measures
- Supervises residential Program Managers
- Provides on-site consultation, clinical supervision, and training for treatment staff
- With the Program Managers, responsible for hiring, professional growth, and retention of treatment staff
- Develops and facilitates agency training and in-service programs
- Provides reports for Executive Director and Board of Directors
- Coordinates planning, development and administration of internship program
- Participates in grant writing activities
Job Qualifications

- Masters Degree from an accredited program in social work, counseling, or human services field
- Appropriate clinical licensure in Wisconsin, LCSW preferred
- Five years practice in field with three years in a supervisory role
- Previous experience in gender-responsive for women programming, residential programming, cognitive behavioral, trauma-informed programming and cultural sensitivity desirable
- Broad knowledge of evidence-based/best practices
- Knowledge of and license in substance abuse services a plus
- Ability to be flexible and multi-task
- Excellent organizational skills

Competitive Benefits

- Medical, Dental, Vision insurance 75% paid by agency
- Agency provided Life Insurance
- Agency provided Long and Short Term Disability Insurance
- Flexible Spending Program
- Agency 401K contribution after one year
- Vacation and other paid time off

PLEASE SUBMIT RESUME AND COVER LETTER BY 9/30/16 to:

ATTN: Executive Director

2001 W. Beltline Highway #102

Madison WI 53713

or

bstanley@arccommserv.com

WOMEN, MINORITIES & HANDICAPPED STRONGLY ENCOURAGED TO APPLY.
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.