FOX VALLEY UNIT SUPERVISOR

Description:
This is a full-time position providing supervision to various ATTIC Correctional Services, Inc. programs in the Fox Valley area. The person in this position reports to the Vice President of Operations regarding site supervision decisions, staff changes, and updating program operations. Oversees day to day operations in a cost effective manner by responsibly allocating resources and managing costs. Duties include regular meetings with staff in the area to provide supervision, guidance, training, case collaboration, and support. Coordinate and ensure proper completion of program reports and documents. Ensure coverage of all services and contract objectives/requirements are met. Recruit, train, evaluate, motivate and discipline staff. Responsible for work schedules, timesheets, following ACS policies and procedures. Facilitate problem solving by serving as first line contact for employees. Maintain professional verbal and written contact with contract sources to ensure that quality service and public relations is established and maintained. Maintain a close, cooperative relationship with law enforcement and other community justice/human service agencies to promote public safety and successful program operation. Duties will also include group facilitation of weekly treatment groups.

Minimum Qualifications:
1. Bachelor’s Degree in Human Services, Criminal Justice, or related field.
2. Supervisory experience managing personnel required.
3. Substance Abuse Counselor (SAC-IT, SAC, CSAC) credentials a plus.
4. 2 years experience working with correctional clients; demonstrated ability to work with individuals from diverse backgrounds.
5. Knowledge and experience in AODA, criminal justice, and community corrections.
6. Experience in counseling, group facilitation, and case management with AODA clients.
7. Demonstrated knowledge of fiscal constraints and budgeting.
8. Ability to maintain confidentiality of all agency information.
9. Ability to enforce policies, procedures, and convey disciplinary actions.
10. Ability to interact with staff, clients, and agents in an effective manner while maintaining professional boundaries.
11. Strong decision making skills and ability to meet deadlines and prioritize tasks.
13. Valid driver’s license and a good driving record for a minimum of five years.

Benefits:
ACS offers a competitive benefits package that includes: medical, dental, vision, life, and disability insurance; pension and 403(b), vacation, sick time, and holiday pay.

Employer: ATTIC Correctional Services, Inc. Hours Per Week: Full-time: 40 hours; exempt
Location: Appleton, WI Shift/Work Days: M-F
Wage: Negotiable Posting Date: December 1, 2015

How to apply:
E-mail, mail, or fax your resume and cover letter to:
ATTIC Correctional Services, Inc.
P.O. Box 7370
Madison, WI 53707
jobs@correctionalservices.org
Fax: 608-223-0019

AA/EOE Drug Free Workplace