Wisconsin Internal Job Posting

Position: Program Director (2 positions)
Benefit Category: C - Supervisory, Full-time
Location: Madison, WI
Contact: Submit letter of interest and transfer release to Human Resources via email at wi-recruiter@dungarvin.com or fax at (608) 316-7690.
Posting Date: 8/12/2014

AREAS OF RESPONSIBILITY:
The Program Director is a key position that is responsible for providing leadership and management of Dungarvin’s supported living and other services. Under the supervision of the Area Director, the Program Director focuses on achieving valued outcomes for individuals with developmental disabilities, management of employees, and working collaboratively with people inside and outside of the organization in the provision of supported living services. The Program Director may also have additional responsibilities, such as case management, supervision of supported employment or recreational services, etc.

Program Directors should be a role model for Dungarvin employees, by virtue of the manner in which they work with individuals with disabilities and their “community support teams.” Program Directors should also model appropriate behavior for other “team” members by proactively identifying issues and constructively working to solve problems. Program Directors accept responsibility for overall coordination of the efforts of the “community support team” to include individuals with developmental disabilities in the life of their communities.

QUALIFICATIONS:
The Program Director must have a background in human services or in management (with experience and training that prepares them for working with people with disabilities). A bachelor’s degree in a human service or related field. At least one year of experience in working with people with developmental disabilities. Experience in managing budgets and in staff supervision is desirable. The Program Director must have good decision-making, time-management, and communication skills. Other desirable professional and personal traits include responsibility, maturity, and flexibility.

INFORMATION TECHNOLOGY:
This position requires the use of computer software applications. It is expected that by the end of the orientation period the employee will have achieved sufficient competency in these applications to satisfactorily perform all job duties as assessed by their supervisor. Required software applications for this position include, but are not limited to; Microsoft Word, Excel, Outlook and KRONOS.

DRIVING REQUIREMENT:
Unlimited driving position --defined as one that requires an employee to drive a motor vehicle as a part of his/her Dungarvin work, including vehicles owned or leased by Dungarvin, and/or to drive a vehicle in which a person served is transported.