Position: Program Manager, Youth Living Alternatives
Company: Catholic Charities of Madison
Location: Madison, WI
Salary Range: not provided
Salary Notes: Join an agency that offers competitive wages and excellent benefits in a supportive environment.
Employment Type: Full Time
Start Date: Immediate

Requirements and/or Preferences
Education: Bachelor’s Degree
Required Experience: 1 to 20+ years

Contact Information: Send resumes with cover letters to: Andrea Nelson -by July 9, 2015
1810 S. Park Street, Ste. 200, Madison, WI 53713
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Job Description

Excellent full-time supervisory position working 40 hours per week in our Youth Living Alternatives Program assisting in developing and supervising treatment foster homes in Dane County for children and adolescents with severe emotional disturbance, autism and/or other developmental disabilities.

Responsibilities include:

- Establishing and supervising treatment foster homes in Dane County for children and adolescents with severe emotional disturbance, autism, and/or other developmental disabilities.
- Assisting with interviewing, hiring, and training direct care staff.
- Assessing potential referrals.
- Developing and reviewing treatment plans.
- Supporting the Program Director with other start up tasks as needed.

As opportunities become available in the opening of new homes, additional responsibilities of the position include, but are not limited to:

- Maintaining weekly contact with the children.
- Coordinating the child’s daily cares.
- Training new staff in all aspects of treatment foster care and providing ongoing coaching on how to best support the children served.
• Providing the children and staff support, guidance and assistance with solving issues/problems.
• Filling shifts and maintaining the staff work schedules for each home.
• Making appropriate referrals to other agencies for evaluations, as well as educational, financial, and medical services.
• Reviewing the daily paperwork prepared by staff.
• Providing input and assistance with the implementation of required changes.
• Empowering the children in reaching their goals.
• Attendance at all team meetings to discuss progress and concerns.
• Maintaining close weekly communication updates with the Program Director regarding each child’s status.
• Medication Management.

Minimum Qualifications

• Bachelor’s Degree in Social Work or related field.
• Prior experience working with children and/or adults with developmental disabilities in supportive community settings.
• Supervisory experience is a must.
• Outstanding organizational skills a must.
• Excellent verbal and written communication.
• Exceptional time management skills.
• Experience working with challenging behaviors and behavior support plans.
• Work effectively as a member of a multi-disciplinary team.
• Comply with all agency, county, and state paperwork, annual reviews, and other requirements.
• Knowledge of dual diagnosis and autism is a plus.

Catholic Charities has served people in an 11 county area in south-central Wisconsin since 1946. In 2014 nearly 30,000 people benefited from the agency programs provided by 300+ employees and over 1,000 volunteers. We serve and employ persons regardless of sexual orientation, religious, ethnic, racial or social background. We are an Equal Opportunity/Affirmative Action employer. We encourage women and minorities to apply.