Community Partnerships has a full-time opportunity for a skilled professional to join the Extended Leadership Team and the Transition to Independence Program (TIP). The Program Supervisor is responsible for supervising a small group of staff who provide supportive counseling and case management services to young adults ages 18-30. The supervisor is also responsible for maintaining a small caseload of adult clients.

**Job Title:** Program Supervisor

**Qualifications:**
- Master's degree in human service or related field, plus applicable mental health licensure
- Minimum of five years of relevant experience serving individuals with significant mental health challenges
- Experience and knowledge navigating systems of care and creating linkages between consumers and these services
- Demonstrated written and verbal communication skills
- Demonstrated ability to navigate computer systems
- Commitment to cultural humility and trauma-informed care

**Preferences:**
- Prior experience providing supervision to staff
- Five years of post-licensure experience enabling supervision of clinical hours for staff seeking licensure
- Experience providing substance abuse counseling and related credentialing
- Experience providing CCS services and related credentialing

**Job Duties:**
- Screen incoming County and CCS referrals and assign them accordingly
- Facilitate group and individual supervision to ensure quality provision of services, service continuity, and achievement of contract goals
- Provide in-home and community-based stabilization services to a small caseload of young adults with significant mental health challenges
- Develop and maintain policies and procedures for this Program
- Develop collaborative relationships with community service providers and referral sources
- Facilitate and participate in recruiting, hiring, and orientation of new staff in the Program
- Participate in rotating (back-up) on-call schedule with other members of the Leadership Team

**Work Hours:** 40 hours per week, or until the job is completed, occasional evening hours may be necessary

**Application Instructions:**
Send completed Application Form, cover letter and resume to:

Attn: Human Resources
Community Partnerships, Inc.
1334 Dewey Court
Madison, WI 53703

Alternatively, fax to (608) 250-6637 or e-mail to hr@commpart.org

Application Form available at [www.community-partnerships.org](http://www.community-partnerships.org). Application packet must be complete to be considered.

- Position will remain open until filled.
- Valid Wisconsin Driver's License, access to reliable transportation, and automobile insurance are required.
- Criminal background check is required for employment.

Community Partnerships is an Affirmative Action/Equal Opportunity employer