Position: Program Supervisor - Transitional Housing Program
Company: Tellurian, Inc.

Job Location(s): Madison, WI
Start Date: Available Immediately

Special Notes/Instructions:
Hours: The typical hours for this position are Monday-Friday 8am-4:30pm, flexibility is required as your presence in the program on evenings and/or weekends may be required depending on staff and consumer needs.

Employment Term: Regular
Employment Type: Full Time
Hours per Week: 40
Starting Salary Range: Salary based on skills and exp
Salary/Benefit Notes: Full time staff receive a generous benefit package including personal time, sick time, health, life, and disability insurance; and after 1 year are eligible to participate in the 401k plan which is matched by Tellurian to up to 3% of your pay.

Required Education: Bachelor's Degree
Required Experience: 3 to 20+ years
Required Security Clearance: None
Related Categories: Management and Supervision, Healthcare - Behavioral Health, Non-Profit/Associations

Position Description
Tellurian is seeking a full-time Program Supervisor for the Transitional Housing Program (THP). THP is a 20-bed, co-ed Community Based Residential Facility (CBRF) that serves homeless single adults with mental health and/or substance abuse concerns. Located in a serene wooded setting and adjacent to the Aldo Leopold Nature Preserve in Madison, WI, THP provides a safe and supervised environment for those seeking help in their journey to recovery and housing stability. The primary role of the Program Supervisor is to plan, direct, and coordinate all matters in the program, including staff hiring and supervision, maintaining effective relationships with outside agencies and partners, and management of all clinical matters, contracts, and funding sources.

Essential Functions:

A. Provision and Monitoring of Clinical Services

- Ensure that all services are provided in a recovery-oriented manner and that these core principles are understood and practiced by staff.
• Maintain awareness of best practices by attending trainings, conferences, and engaging in independent research in the areas of homelessness, mental illness, and addiction.
• Assess individuals for program eligibility, prioritize applicants, and process admissions to the program in a timely manner. Facilitate discharges when services are completed.
• Ensure all consumers have personal centered treatment plans and that these are reviewed and updated as needed.
• Facilitate progress meetings between consumers and community supports.
• Refer consumers to needed treatment, community services, and resources.
• Provide crisis intervention, conflict resolution, and address consumer grievances as needed.
• Complete timely and accurate documentation of services provided to consumers as well as documentation of adverse incidents.
• Ensure all program documentation meets the requirements of State standards, including DHS 34 and DHS 83.

B. Management of Program Personnel
• Direct, supervise, and evaluate work activities of all assigned staff, including completing performance evaluations, providing ongoing support and training, and providing progressive discipline when necessary.
• Coordinate staff recruitment, hiring, and training of personnel with the Director of Human Services.
• Establish work schedules and responsibilities for all assigned staff. Ensure the program is staffed 24/7.
• Develop and maintain a system to ensure staff meet all new hire training requirements and continuing education requirements.
• Facilitate weekly staff meeting on Mondays from 2pm-3pm and ensure staff attendance at meetings.

C. Management of Fiscal Operations
• Plan program budget, authorize expenditures, and maintain expenditures within budget.
• Maintain effective working relationships with all funding sources and ensure program meets contractual requirements, including revenue expectations, service requirements, number of individuals to be served, and reporting requirements.

D. Maintenance and Development of Program
• Assure proper maintenance of the program including general cleanliness, appearance, repairs, furnishings, and supplies.
• Create new policies and updated existing policies to improve consumer care and services.
• Respond to community needs and develop program to incorporate best practices

Position Requirements:
• Bachelor's Degree in Human Services field, Master's Degree is preferred
• 3 Years of Work Experience in Human Services
• Supervisory experience and demonstrated leadership ability
• Strong commitment to principles of recovery and facilitating consumer participation in treatment/service planning and provision
• Ability to communicate effectively (written and verbal)
• Ability to work independently and remain organized and efficient
• Ability to work effectively in an interdisciplinary team with a positive and creative attitude

Application Procedure:
Please apply on this website. Your application will be received by the hiring manager, who will contact you for an interview.

Tellurian is an equal opportunity employer who fully and actively supports equal access for all people regardless of race, color, religion, gender, age, national origin, veteran status, disability, genetic information or testing, family and medical leave and sexual orientation. We prohibit retaliation against individuals who bring forth any complaint orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination