

Job Title: Associate Program Director
Department: Community Services
Posted: April 28, 2017
Wage: \$52,000-54,500



Helping people live
their greatest lives

Are you looking for an opportunity to make a difference in the lives of people who have disabilities? Are you interested in social justice and advocating for personal and civil rights alongside people whose voices have historically been ignored? Are you a creative and passionate person looking to work for a dynamic organization with practices that are leading change in our industry? If you said YES to any of these, you may be just the person we are looking for to step into this role! Full benefits package including 120 hours of paid time off in first year (increases annually) and 7 paid holidays.

Essential Responsibilities:

- Plan, develop and coordinate programs and services within Community Services, including adult foster care homes for people with mental health experiences, psychiatric home health agency, shared housing supports, independent living skills training, and supported living services, that reflect the needs of communities and adhere to best practices and evidence-based models when available.
- Prepare an annual budget, provide continual fiscal oversight, forecast and authorize the expenditure of funds for the assigned programs.
- Direct the selection, training, supervision, performance management and evaluation of staff in assigned programs.
- Make program presentations to committees, boards, commissions, funding sources and other community groups and represent the agency on outside advisory boards, committees and commissions.
- Participate on a leadership team to ensure continuity and consistency across the agency.
- Model effective leadership skills and mentor the growth and development of leaders in assigned programs.
- Must be able/willing to travel as needed for business purposes.
- Review and analyze changes in federal and state laws, regulations and administrative rules and implement actions to ensure compliance.
- Communicate, implement and interpret agency-wide policies and procedures.

Credentials/Qualifications:

- Support Community Involvement Program's mission: As listeners, learners, and leaders, we will stand with and support people with disabilities in their communities as they pursue their personal dreams and goals.
- Experience working with and knowledge of supports for people with mental health experiences is preferred.
- Bachelor's degree (or equivalent) preferably in social work, sociology psychology, or a closely related field.
- Minimum of 4 years of work experience in the field of services to people with disabilities.
- Minimum of 2 years of experience in a supervisory capacity.
- Must have a valid driver's license and satisfactory driving record check.
- Must pass a Department of Human Services background study.

Work Environment:

The employee in this position typically works the majority of the time in an office setting. Candidates will be expected to work generally Monday – Friday, daytime hours, with some flexibility to work evenings or weekends based on program needs. The position is a full-time, salaried position.

How to Apply:

Email cover letter and resume to Jolene at jolenet@cipmn.org or fax to 612.362.4479, Attn: Jolene.