Realities Program providing assistance to adults with disabilities living on their own in St. Charles County

Position Open: Full Time PROGRAM MANAGER
Realities (Partial Support) Program
Starting Pay: $33,500 Annually

MINIMUM QUALIFICATIONS

• Bachelors degree in a human service field and 3 years of experience in the developmental disabilities field or related field
• Flexibility w/ scheduling
• Excellent organizational skills and time management
• Computer skills with Microsoft Office: Outlook, Excel, Word
• Relationship building experience w/excellent communication skills
• Drivers License, car insurance and reliable transportation for use on the job
• Supervision experience in a human service field preferred.

CORE RESPONSIBILITIES

• Lead and direct the Realities program delivery team in supporting each individual so that he/she will feel a sense of self-determination, security, and have an opportunity to have meaningful relationships with others in his/her community.
• Insure that quality staff are available to provide the necessary supports and supervision to each individual served by providing supervision, coaching, training, and providing necessary performance management for all staff.
• Provide quality services to individuals supported, their families, and staff.
• Participate in emergency on call rotation.
• Maintain contact with the client's family & case management to insure continuity of services.

LOCATION

• Our client's homes are located throughout St. Charles County. The main office is located in St. Charles MO.