

# WILLOWS WAY, INC

*Quality Supports for Individuals with Developmental Disabilities*

## **Individualized Supported Living PROGRAM MANAGER**

**Full Time Exempt Position**

**Salary: \$39,000**

### Excellent Benefits

**2 Weeks Paid Time Off**

**10 Paid Holidays**

**401K at 2% Employer Match**

**Insurances Plans:** Willows Way pays 75% of Employee Only Coverage, 50% of All Dental Coverages, and has an Health Reimbursement Arrangement (assistance with deductible costs), Short Term Disability, Long Term Disability and many others.

### QUALIFICATIONS

(ONLY candidates meeting the qualifications will be considered)

- Bachelors Degree in a Human Services Field (i.e. psychology, sociology, special education, etc.)  
*\*Other Bachelors degrees may be considered if individual meets supervisory and disability experience required below.*
- At least two years supervisory experience
- Two or more years of experience supporting individuals with physical and/or developmental disabilities
- Flexibility w/ scheduling, rotating on call
- Drivers License, car insurance and reliable transportation is required
- Knowledge of Department of Mental Health procedures/standards helpful but not required

### CORE RESPONSIBILITIES

- Lead and direct the service 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 their 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 discipline to all staff
- Provide 24 hour on call response to individuals supported, their families, and staff Monday through Friday
- Participate in weekend emergency on call rotation
- Maintain contact with the customer's family, Department of Mental Health, and Division of Health and Family Services to insure continuity of services
- Involves oversight of 5-8 locations in support of 8-12 individuals with disabilities. (Note: There is a lead staff person at each location)

### LOCATION

- Customer homes are through out the St. Louis and St. Charles County area. The main office is located in St. Charles, MO.

To apply, send *resume* to the address below or fax to 636-757-0512 or e-mail to [hr@willowsway.org](mailto:hr@willowsway.org).  
You may also apply online on the employment page of our website or you may stop by our office  
9am-4pm Monday through Friday to complete an application.

WILLOWS WAY | 800 FRIEDENS ROAD | SUITE 100 | ST. CHARLES, MO 63303 | 636-947-6591

[WWW.WILLOWSWAY.ORG](http://WWW.WILLOWSWAY.ORG)

*Willows Way, Inc. is an at-will equal opportunity employer  
in compliance with federal and state employment laws.*