



*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.*

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

EOE/AA

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