



***Realities Program:  
Providing assistance to adults with disabilities, living on their own in  
St. Charles County***

At Willows Way we provide support, services and programs that enable adults with disabilities to live independent, dignified, happy and productive lives--the lives **THEY** choose to live.

For more than 20 years our work has focused on bringing meaningful life experiences to adults with disabilities. Our approach is individualized and customized for each person's own ability. By developing innovative programs, partnering with families and truly listening, we enable our clients to gain independence and become engaged in their community.

**Our Vision:** People of all abilities have the opportunity to experience a sense of home, a feeling of security and an avenue for personal growth.

**Our Mission:** Willows Way empowers individuals with intellectual and developmental disabilities to live a **life beyond limits** through personalized support and community engagement.

**The Realities Program** provides up to eight hours of individualized service weekly to approved adults. Services are designed specific to each client and often include support with items such as budgeting and bill payment, menu planning, comparison shopping, roommate and house searches, help with doctor's visits, advocacy and problem solving supports.

***PROGRAM MANAGER \$33,500 Annually***

***Full Time Exempt Position***

***Excellent Benefits***

***2 Weeks Paid Time Off***

***8 Paid Holidays + 2 more personal days***

***401K at 2% Employer Match***

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

## **MINIMUM QUALIFICATIONS**

- Bachelor's Degree in a relevant field of human services, education or social sciences
- 3 years of experience within the field of developmental disabilities
- Excellent organizational and time management skills
- Computer skills with Microsoft Office: Outlook, Excel, Word
- Relationship building experience w/excellent communication skills
- Driver's License, car insurance and reliable transportation
- Supervision experience in a human service field preferred

## **CORE RESPONSIBILITIES**

- The Realities Program Manager will be responsible for leading and directing a team of Community Resource Coordinators in delivering services that assure that individual participants experience a sense of self-determination, security and satisfaction in their lives; that they have opportunity for meaningful relationships with others in their community, as well as having their rights and dignity respected at all times.
- Insure that quality staff are available to provide the necessary supports and supervision to each individual served.
- Provide supervision, coaching, training, and necessary performance management for all staff.
- Assuring accurate and timely completion of all necessary service documentation, individual records, payroll documentation, leave requests, mileage reimbursement sheets or other required agency reports or documentation.
- Provide quality services to individuals supported, their families, and staff.
- Maintain contact with the client's family & case management to insure continuity of services.
- Typical schedule is Monday-Friday, Daytime office hours and every 3<sup>rd</sup> or 4<sup>th</sup> weekend: emergency only, backup, on-call services. Some evenings for client/program/agency meetings, trainings, etc.

## **LOCATION**

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

**WILLOWS WAY | 800 FRIEDENS ROAD | SUITE 100 | ST. CHARLES, MO 63303 | 636-757-0511**

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

To apply, complete and submit an application online or download, complete and mail to address above, or fax to 636-757-0512 or e-mail to [hr@willowsway.org](mailto:hr@willowsway.org). You may also stop by our office between 9am and 4pm Monday – Friday to complete an application.

*Willows Way, Inc. is an at-will equal opportunity employer*