



## JOB POSTING

### Community Living Options Kalamazoo, Michigan Program Supervisor Position

**Program Supervisor:** Community Living Options has been providing a range of support services to individuals with disabilities in the Kalamazoo area for more than 30 years. This position will directly supervise the daily operations of group home and SIL settings serving individuals with disabilities. Responsibilities are both managerial and programmatic in nature including: program planning, financial monitoring, program evaluation, personnel management and facility management.

#### **Location: Portage Road Home**

**Hours:** Monday – Friday with on-call rotation

#### • **Requirements**

1. Bachelor's degree or High School Diploma/equivalent plus five years of experience in human services industry.
2. Previous supervisory experience.
3. Demonstrated computer experience.
4. Valid driver's license and driving record acceptable to Community Living Options policy.
5. Ability to work with individuals of diverse backgrounds.
6. Ability to work effectively in a team setting.
7. Demonstrated ability to communicate both in verbal and written format.
8. Ability to lift a minimum of 50 pounds.
9. Clinical experience writing goals and objectives and/or person-entered plans.
10. Ability to work flexible hours, including occasional weekends and/or evenings, when necessary.

#### • **Preferences**

1. Previous supervisory experience in human services setting desirable.
2. Experience with individuals with co-occurring disorder.

**Salary & Benefits:** \$40,248.00 annually (exempt) + benefits

**To apply:** Please submit application at [www.communitylivingoptions.org](http://www.communitylivingoptions.org) employment tab, click apply here. Resumes can be emailed to [mvaden@communitylivingoptions.org](mailto:mvaden@communitylivingoptions.org)

**Deadline: Until Filled**

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M/F/H/V