

Job Title: Program Manager

Type: Full-Time

Wage: Salary (\$60,000 - \$70,000)

Benefits: Health insurance, retirement plan, generous vacation and holiday package.



About Us:

The Village of Progress is a non-residential day services agency located in Ogle County. Since 1969, we've been providing individuals with intellectual and developmental disabilities with programs that are compassionate, inclusive, and empowering. Our focus is on creating as many opportunities as possible that will challenge those with disabilities to experience the richness and diversity of life in the community around them. Our award-winning Village Bakery is just one example of this. Our belief is that interaction with the community not only benefits those we serve, but also strengthens the community itself.

Position Overview:

We are seeking a dynamic and experienced Program Manager to oversee our Direct Support Professionals, develop new programs and implement and assess current ones. This role is crucial in ensuring that our services meet the highest standards of quality and effectiveness while aligning with our mission and values. The ideal candidate will have a strong background in disability services, exceptional leadership skills, and a passion for making a positive impact in our community.

Key Responsibilities:

- **Program Management:** Develop, implement, and oversee disability services programs, ensuring they are effective, person-centered, and compliant with State and Federal standards.
- **Team Leadership:** Lead, schedule, and support approximately 10 full-time DSPs as well as provide guidance, training, and performance evaluations to ensure high-quality service delivery.
- **Client Advocacy:** Shaping our programs to ensure that the needs and rights of individuals with disabilities are adequately supported.
- **Community Engagement:** Build and maintain strong relationships with community partners and stakeholders to enhance service delivery and promote community integration.
- **Strategic Planning:** Collaborate with senior management to develop and execute strategic plans for service growth and improvement.

- **Budget Management:** Oversee program budgets, ensuring financial resources are utilized effectively and transparently.
- **Compliance and Reporting:** Ensure all programs adhere to state standards and meet with annual state audits.

Qualifications:

- **Education:** At least a bachelor’s degree in social work, human services, disability studies, or a related field.
- **Experience:** Minimum of 5 years of experience in disability services, with at least 2 years in a management or leadership role.
- **Skills:** Strong leadership, organizational, and interpersonal skills; excellent problem-solving abilities; and a deep understanding of disability rights and services.
- **Certifications:** Currently a QIDP or eligible for immediate QIDP certification.
- **Attributes:** Integrity. Compassion. Commitment to inclusivity and empowerment.

How to Apply:

Interested candidates should submit a resume and cover letter detailing their qualifications and experience to Brion Brooks (bbrooks@villageofprogress.org) by October 15, 2024. Please include “Program Manager Application” in the subject line.

The Village of Progress is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Join us in making a difference in the lives of individuals with disabilities. We look forward to hearing from you!