

Program Manager / Case Manager

Do you want to work for a non-profit that is devoted to providing living services to individuals with developmental disabilities? Are you able to build trusted relationships with clients and family members while managing their services? Do you possess supervisory skills that are focused on a team approach?

If you answered yes, this might be the perfect position for you!

Shared Journeys, a non-profit Community Living Program that serves clients with developmental disabilities, is seeking a professional, compassionate **Program Manager / Case Manager**. The Program Manager will ensure all services are provided to meet the needs of clients, provide supervision and training to staff members, ensure all WAC documentation and policies meet state standards, and develop professional relationships with clients, family members and all medical professionals involved in treatment plans. This position involves visiting homes and transporting clients to appointments and activities. The ideal candidate is proactive with excellent interpersonal and organizational skills to manage the health and safety of clients.

Key Responsibilities of the Program Manager:

- Ensure medical, psychiatric, hygiene and dietary, financial, emotional, vocational and personal growth services are provided to meet the needs of each client.
- Participate in the development and implementation of the Individual Instruction and Support Plans for each client.
- Provide supervision and training to staff members.
- Maintain proper documentation to WAC and Policy standards.
- Develop professional relationships with participants, family members, physicians, counselors, DDD and DSHS professionals, delegating nurses and staff members in order to meet the needs of each client.
- Report major incidents and maintenance issues to the Executive Director in a timely manner.

What the Successful Candidate will have:

- Bachelor's degree or a minimum of five years of related experience.
- 1+ year of supervisory experience.
- Excellent verbal and written communication skills.
- Exceptional organizational skills with a strong attention to detail.
- Experience working with diverse populations including developmentally disabled adults.
- Familiarity with DDD policies and WACs.
- Must have Nursing Assistant Registration (NAR) or Nursing Assistant Certification (NAC) and ability to become CPR and First Aid certified.
- Demonstrates initiative and strong problem solving skills.
- Proficient computer skills including Microsoft Word and Excel.
- Valid Washington State Driver's License and insured vehicle that is safe to transport clients.
- Ability to lift and transfer people.

Benefits Include:

This position offers compensation based on experience and a full benefits package that includes medical insurance and generous paid time off.

How to Apply:

Since 2004, Shared Journeys is devoted to providing living services to individuals with developmental disabilities in the greater Seattle area where the clients, their families, and the staff create a happy and healthy living environment. If this sounds like the right opportunity for you, submit your resume and salary requirements to jobs@allthings-hr.com.