

Program Coordinator Job Announcement

Briarpatch Youth Services has an exciting job opportunity for a skilled professional. The agency is a dynamic non-profit community organization that has served Dane County since 1971. Briarpatch provides a broad array of services to more than 2,000 runaway, homeless, at-risk, and court-involved youth annually.

Job Title:	Program Coordinator – Intensive Supervision Program
Description:	This position responsible for the supervision and delivery of intensive supervision services, youth restitution/community services programming, and related support/adjunct services to court-involved youth.
Qualifications:	<ul style="list-style-type: none"> • Requires a Bachelor’s Degree in human services or related field from an accredited college or university. • A minimum of five (5) years of direct service experience in a human service or youth development setting including two (2) years of supervisory experience in a human service or youth development setting.
Duties & Responsibilities:	<ul style="list-style-type: none"> • Provides direct supervision to counselors providing intensive supervision and youth restitution/community services programming. • Hires and terminates as needed. Completes employee performance evaluations. • Directs and coordinates the provision of services to clients and ensures that clients receive quality services in a timely and professional manner in accordance with program service standards. • Coordinates collection of information and data necessary to make accurate and timely reports to funding and/or regulatory agencies. • Ensures that counselors, student interns, and volunteers receive adequate training prior to being assigned a caseload. Ensures that these individuals complete their orientation to Briarpatch in accordance with agency policy. • Oversees staff compliance with client related documentation and reporting standards (i.e. progress notes, monthly reports, billing information, etc.). • Maintains monthly contact with contract managers and/or other appropriate personnel from agencies/organizations making referrals for intensive supervision and youth restitution/community services programming. • Carries a caseload of intensive supervision and youth restitution/community services clients.
Hours:	This is a 40 hour per week position with flexible office hours Monday-Friday. Based upon program and client needs, some evening and weekend hours are required.
Transportation:	Reliable transportation is required.
Compensation Package:	Starting pay is \$45,760 - \$47,840 annually. Benefits include: health, dental, life, & disability insurance; 11 paid holidays; 23 days of PTO in the first year; SEP/403B plan; flex spending account; and mileage reimbursement.

**To apply, candidates must submit a resume and cover letter
by February 8, 2023 at 12:00 pm to:**

Briarpatch Youth Services

Attn: Briarpatch Jobs

2720 Rimrock Road

Madison, WI 53713-3337

Or Email: jobs@briarpatch.org

No calls or recruiters please.

Briarpatch Youth Services is an Affirmative Action/Equal Opportunity Employer.

Briarpatch recognizes the value, potential, and contributions of the most marginalized people in society — including people of color, people from working class backgrounds, persons who are differently abled, women, and LGBTQ+ people. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.