



Workforce excellence is CENTRAL to all we do.

POSITION POSTING

September 15, 2024

Adult Program Supervisor

1 full-time exempt-level opening

Hourly Wage Scale

\$58,671 - \$71,872 - \$85,073.

Location: Candidate must be willing to office in the 11 county service area. Including the following counties: Meeker, McLeod, Renville, Kandiyohi, Wright, Sherburne, Mille Lacs, Isanti, Chisago, Pine, and Kanabec.

Primary Objective of Position

This position will supervise and train program staff. Provide support and resource information to staff to aid them in meeting and/or exceeding agency requirements, outcomes and goals. Support and maintain an inclusive work environment and the agency equal opportunity and inclusion efforts.

Qualifications

- 2 years of experience in employment and training case management, preferably in the targeted program
- Experience in team management settings, supervision of staff, and/or leading others
- Proficiency with personal computer usage, Microsoft Office products, email and Internet usage
- Highly organized and self-motivated to work independently and manage schedules efficiently
- Team management experience
- Proven decision-making skills
- Proven problem-solving skills
- Quality/continuous improvement experience preferred
- Ability to effectively present information both informally and formally to both large and smaller groups of individuals
- Must be able to regularly travel in a 100-mile radius with employee provided transportation

Responsibilities

- Assist in hiring selection, provide orientation, training, and continued support to employment specialists.
- Provide ongoing performance management to staff consistent with organization guidelines
- Regularly monitor staff case files to ensure compliance and quality service delivery
- Monitor staff services and documentation to assure compliance and program effectiveness
- Assist in financial maintenance of the program support services, e.g. reviewing documentation and reviewing support services issuance
- Act as a facilitator of grievances as requested by job seekers/customers
- Meet with staff individually to provide input and reinforcement, discipline, feedback, and to answer

Upon request the information in this document can be made available in alternative formats for people with disabilities by calling 800-284-7425.

www.cmjts.org



Equal Opportunity Employer
and Program Provider

HUMAN RESOURCES



Workforce excellence is CENTRAL to all we do.

HUMAN RESOURCES

questions

Upon request the information in this document can be made available in alternative formats for people with disabilities by calling 800-284-7425.

www.cmjts.org



Equal Opportunity Employer
and Program Provider

HUMAN RESOURCES



Workforce excellence is CENTRAL to all we do.

- Learn and keep updates on the programs that staff support
- Interpret policy and procedures relating to assigned agency programs
- Ability to quickly establish trust and build and maintain strong relationships within and outside the agency
- Maintain knowledge of internal data management systems to be able to support and train staff in their uses
- Responsible to review, understand, and direct staff on programs and grant plans and procedures
- Assist with the organization and facilitation of ongoing program team meetings
- Prepare periodic reports for county, state, or federal governments as needs dictate by the program
- Communication with program partners from county, state, or federal governments as necessary by the program
- Promote agency outreach goals with diverse populations
- Participate in personal development and agency training that will ensure unknown biases are identified and eliminate the influence of personal biases and values when engaging with diverse groups

Education, Training, and Experience

A four-year college degree or equivalent experience in human services or a related field is preferred.

To Apply:

Send cover letter and résumé to:

Human Resources, CMJTS, PO Box 720, Monticello, MN 55362

employment@cmjts.org

Upon request the information in this document can be made available in alternative formats for people with disabilities by calling 800-284-7425.

www.cmjts.org



Equal Opportunity Employer
and Program Provider