

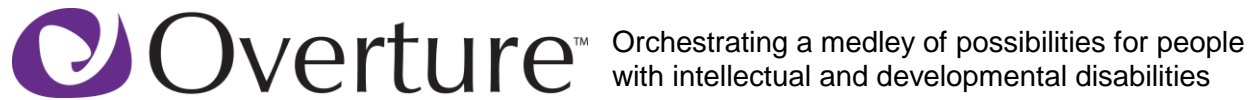
Community Services Manager

Community Services

Our opening is for a full-time Day Services Manager in our Denver Metro region. You will be responsible for supervising a team of Mentors who implement and monitor service plans for the people we serve. We want a passionate leader who exemplifies Overture's vision, mission, and values, promotes positive working relationships and a team atmosphere, and guides others in responding to challenges calmly and independently.

Duties include, but are not limited to:

- Manage and train staff, hiring/firing, conducting reviews and developing goals, disciplinary action, modeling clear and appropriate professional boundaries.
- Mentor, supervise, and train staff as well as coordinate and monitor services to ensure Overture's policies and procedures are followed.
- Maintain a thorough understanding of the current rules and regulations and provide ongoing training with staff to ensure compliance.
- Assist staff in identifying and planning for potential problems before they occur, help staff to become independent in dealing with day to day challenges, and assist with crisis management.
- Foster cooperative working relationships and a positive team atmosphere, and develop community relations and relationships with families/people we serve.
- Provide professional leadership in the day-to-day program coordination for the people we serve in alignment with Overture's vision, mission, and values.
- Diligent recordkeeping to ensure quality care for the people we serve and growth for the staff you oversee.



What we value:

- We practice open, honest, and direct communication, we emphasize active listening by hearing others before we speak, and we are congruent in our words and actions.
- We take responsibility and serve with integrity as we remember the people we serve always come first.
- We promote teamwork and a positive work environment, where everyone feels valued and has fun as we support the mission of our organization.
- We encourage and promote innovation and positive change.

Requirements:

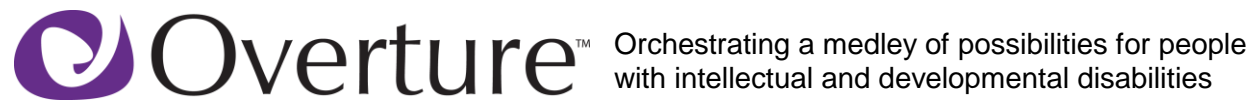
- High School Diploma/GED or equivalent.
- Flexibility--requires travel between offices/around the community and willingness to work outside of normal hours to respond to emergencies.
- Must pass background check and have reliable transportation with clean driving record.
- Previous management experience preferred.



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