



**August 2, 2018**  
**~DDS Program Manager Opportunities~**

**Program Manager:**

**Position Summary:** Coordinates the development, implementation, scheduling, operation, and evaluation of all residential programming in assigned program(s). Provides comprehensive planning, program oversight, and active supports for the care and treatment of agency clients. Networks with area community providers for the benefit of the clients and the agency in support of its mission. Interviews, trains, and provides professional development to staff, interns, and volunteers for the positions for which it supervises. Performs other duties as assigned. **EOE**

**Job Requirements:** Bachelor degree required, **Master Level preferred** with three to five (3-5) years' supervisory/administrative experience in human services or a related field. Prior experience working with people with intellectual disabilities. Valid Connecticut Driver's license with clean driving record is required. Completion of certifications of CPR & First Aid, PMT, Medication Certification, and all others required through DDS. Strong computer skills including working knowledge of Microsoft Office is required. Knowledge of the community support system and resources is preferred.

**Programs:**

Bristol/Stevens St. Program

FT 40hrs

**Schedule:**

Sch. To Be Determined

Meriden/Collindale CLA 1 Program

FT 40hrs

Sch. To Be Determined

**Please forward letter of intent along with updated resume to:**

**Angel Cyr**

**Human Resource Recruiting Coordinator**

**Fax (203) 777-9645**

**or**

**Email: [Acyr@continuumct.org](mailto:Acyr@continuumct.org)**