POSITION ANNOUNCEMENT

Position Title: TREATMENT PROGRAM ADMINISTRATOR

Location: Cherokee County – Iowa

Department: Department of Human Services – Civil Commitment Unit Cherokee

Salary Minimum: $60,444

Salary Maximum: $93,038

The Treatment Program Administrator performs administrative and therapeutic work in the coordination, direction, and planning of a comprehensive therapeutic program in a large defined treatment unit at a state institution; performs related work as required.

Minimum Qualifications:
Graduation from an accredited college or university and experience equal to four years of full-time professional-level work in a treatment or habilitation program for correctional inmates, delinquent, disadvantaged, mentally or emotionally ill, or intellectually disabled, two years of which were at the administrative, consultative, advanced professional, or supervisory level.

Preferred Qualifications:
• Knowledge of the principles of human growth and behavior.
• Knowledge of basic physiological and psychological problems associated with intellectual disabilities.
• Knowledge of treatment and therapy practices related to intellectual disabilities.
• Knowledge of management principles and practices related to hospital administration.
• Knowledge of the principles of supervision.
• Knowledge of legal responsibilities related to treatment provided at an institution.
• Ability to establish and maintain an effective working atmosphere while utilizing applicable management and supervisory techniques.
• Ability to maintain professional and administrative standards in unit as set by the institutional and central department administration.
• Ability to apply, interpret, and implement detailed policies, methods, and procedures on the unit level.
• Ability to plan, coordinate, and direct the functions of a large treatment unit at a state institution.
• Ability to exercise judgment and discretion in making decisions affecting the lives of residents in the unit.
• Displays high standards of ethical conduct. Refrains from dishonest behavior.
• Works and communicates with all clients and customers providing professional service.
• Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.
• Master's degree in psychology and one year professional psychology experience.

Salary commensurate with education and experience: $60,444 - $93,038

For consideration of this role, please forward a cover letter and vita or resume detailing your experience, and three professional references, with current contact information to:

Dennis Mohatt, Vice President for Behavioral Health
Western Interstate Commission for Higher Education
dmohatt@wiche.edu