Good Will-Hinckley has an opening at our Glenn Stratton Learning Center for a Program Manager. We are looking for a motivated and energetic team oriented individual to join the Glenn Stratton Learning Center Day School on our campus.

The ideal candidate will be responsible for the effective direction, management and coordination of all day treatment services.

The Glenn Stratton Learning Center Day Treatment School (GSLC) offers educational services to students in grades kindergarten through twelve who experience significant social-emotional and behavioral challenges. Individualized and small group instruction geared to Maine State academic standards is provided within a consistent behavioral structure and therapeutic milieu. Through a child centered, collaborative team approach, each student's academic, behavioral and social-emotional needs are considered. We are conveniently located approximately 30 minutes north of Augusta between Fairfield and Skowhegan on Route 201.

**Duties and Responsibilities:**

- Serve as the lead staff person to manage day to day programming needs and to assure compliance with licensing standards.
- Manage and oversight of BHPs within the program.
- Complete BHP/Ed Tech evaluations.
- Address performance issues.
- Monitor time sheets and requests for time off.
- Responsible for meetings and training schedules.
- Work with parents and staff to review issues, concerns, and information as it pertains to students’ needs.
- Work with Team Leaders, Clinicians and Lead Teacher to enhance student programming and supports.
- Work with students for intervention and prevention of escalating behaviors.
- Manage crisis situations that involve area resources for intervention.
- Follow up for TCI (Therapeutic Crisis Intervention with LSI (Life Space Interviews) and alternatives when necessary.
- Monitor the staff interactions with youth to ensure the behavioral model is being used appropriately.
- Provide input for behavioral data for student planning meetings.
- Consult with community providers regarding student needs.
- Work with clinicians and parents to provide consistency between home and school.
- Collaborate on educational scheduling for students with Lead SPED Teacher.
- Organize restraint review process from start to finish ensuring proper procedures are completed in a timely manner.
• Maintain open lines of communication with Residential Program (RR), meeting regularly with RR Program Manager.
• Medication disbursement – responsible for the accurate transcription of orders for disbursement from Doctors, ensuring that all consents are present and current, monitor medication side effects, follow up on errors and concerns, monthly medication accountability for accuracy of disbursement, ensuring that medications are given on time and accurately on a daily basis, alert parents/legal guardians for refill needs, prepare medications for disbursement on field trips.
• Manages safety compliance of team; ensure that a safe environment is maintained in the workplace by adhering to all safety rules and requirements (Safety Policies) and report any safety hazards to immediate supervisor; positively supports workplace health and safety with the goal of zero incidents.
• Case Management duties include, providing written documentation of monthly progress meetings, information dissemination, daily collaboration with all providers and consistent phone calls to all involved.
• Crisis Assessment Provider in collaboration with Clinicians.
• Demonstrates awareness and sensitivity to the cultural and socioeconomic characteristics of the service population.
• Perform any duties as assigned and deemed appropriate by his/her supervisor.

**Qualifications:**
• Bachelor's Degree in related field recommended.
• Satisfactory reference, background and health checks.
• Ability to perform passive physical restraints.
• Must have a valid Maine driver’s license.
• CRMA or willingness to obtain (preferred)

Benefits include a competitive wage; health, dental, long-term disability, and life insurance, Maine State Retirement and 401K.

Interested applicants please download the “GWH Employment Application” located on our employment page at [https://www.gwh.org/employment-opportunities](https://www.gwh.org/employment-opportunities) and submit a complete application, cover letter, resume and 3 letters of recommendation to:

HR@gwh.org
or fax to 238-4020
or mail to Human Resources, PO Box 159, Hinckley, ME  04944.

Please reference “Program Manager” in the subject line or cover letter in your correspondence.

*We are an equal opportunity employer*