

**Program Coordinator – Roundel Residential
Good Will-Hinckley
Hinckley, ME**

Good Will-Hinckley is seeking a Program Coordinator for their Roundel Residential Program, to be based on their beautiful campus in Hinckley, Maine serving boys and girls ages 12 to 21. The Program Coordinator creates and supervises the implementation of therapeutic groups, life skills, community activities as well as all program scheduling for milieu. This position works closely with Program Manager and Director of Residential Services on programming needs, support, consistency, and accountability.

Requirements of the Program Coordinator:

- Need a minimum of two years of experience working in a residential facility for adolescents.
- Must be BHP Certified.
- Must be CRMA or willing to become CRMA certified.
- Satisfactory reference and background checks.
- Must have a valid driver's license.

Benefits of the Job:

- Annual salary in the range of \$50,000 to \$55,000
- Generous Earned Paid Leave and paid holiday schedule
- Medical, Dental, LTD and Life
- Maine State Retirement and 401k

Responsibilities of the Program Coordinator:

- Fill in for staffing emergencies and milieu needs outside of the hours above.
- Meets with Director of Residential Services & Clinical Supervisor weekly to provide updates.
- Attends bi-weekly clinical supervisions and co-facilitates monthly staff meetings.
- Provides back up for CRMA.
- Works with Team members to plan weekly groups, activities, and meals.
- Plans and implements three (3) 1.5-hour ART sessions per week.
- Manages daily and monthly after-school activities to include school breaks.
- Manages monthly meal plans, ensures program food supplies, and follows PRF protocols and get Director of Residential Services approval.
- Collects and approves timecards for the Team members in the absence of Program Manager.
- Assists in the hiring and orientation (shadowing), and evaluation of all direct care staff as needed.
- Coordinates with Program Manager in communications with families to include scheduling home visits, program update information, and appointments.

Good Will - Hinckley was established over 130 years ago and provides therapeutic residential treatment and dynamic educational services to children with behavioral challenges. Their program uses a trauma-informed approach to youth-centered individual and family counseling, case management, academic programming, and life skills activities to address behavioral health challenges. Good Will – Hinckley provides the opportunity to make a difference in the lives of youth with the ability to work a flexible schedule in a beautiful campus community.