

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

**Good Will-Hinckley** is seeking a Program Manager 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 Manager supervises the direct care staff as well as the implementation of the program functions to align with the therapeutic models of the program. This position works closely with the Program Coordinator and Director of Residential Services for programming needs, support, consistency, and accountability.

**Requirements of the Program Manager:**

- Two years of experience working in a residential facility for adolescents.
- Supervisor experience
- 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 Manager:**

- Manages Team Leaders and direct care staff schedules for 24/7 shift coverage, to include arranging staff call out replacements.
- Manages master schedule to include coverage for staff call out, planned EPL, and emergencies.
- Assist Director of Residential Services Performance Quality Improvement Plans.
- Assist Director of Residential Services with licensing standards and procedures
- Fill in for staffing emergencies and milieu needs outside of the hours above.
- Works with the Director of Residential Services & Clinical Supervisor to ensure services are delivered to clients in accordance with Section 97 regulations and as outlined on the treatment plan.
- Provides and documents supervision to Team members via scheduled monthly meetings, scheduled weekly coaching session, and weekly observations.
- Ensure and review Team Leaders individual coaching sessions notes for all supervised staff on their shift.
- Timely addresses and documents coaching, disciplinary actions, and performance evaluations with direct reports and submits to Human Resources.
- Meets with Director of Residential Services & Clinical Supervisor weekly to provide updates.

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.