



The NEEDS Center has Residential Program Coordinator openings in **Boxford and Topsfield MA.**

The Residential Program Coordinator (PC) is responsible for the coordination and supervision of all daily operations of their assigned program site(s); design and implementation of all educational and clinical programs of assigned clients; design, implementation, and training of all educational and clinical programs; ISP development, reporting and monitoring; supervision and evaluation of the staff; oversight of all operational systems within and connected to the site(s).

Serves as a role model for staff in all areas of client programming, client services and professional practice.

- Supervises Assistant Program Coordinator and Program Specialist staff.
- Schedule includes evening and weekend shifts. As well as on call responsibilities.

Qualifications: ·

- BS/BA in a related field is preferred.
- At least 2 years of experience working in residential environment.
- Good supervisory and communication (verbal and written) skills.
- MAP certification.

Benefits Include:

Health insurance (*no deductible!*), Dental and Vision, FSA, 403b, Generous PTO (*time is fronted after 30 days*). Tuition Reimbursement (*full and part time eligible*).

Please click the button below to apply for this position.

Apply Today