



IPS Supervisor

Job Summary: The IPS Supervisor provides community-based, person-centered, vocational, and educational support services to adults and youth with serious mental health and/or substance use challenges. The IPS Supervisor provides supervision and support to the IPS team. This job is 60% supervisory and 40% direct service. Specific responsibilities will include the following:

Supervisory

- Facilitate weekly group supervision and conduct individual supervision (including field mentoring).
- Coordinate new program referrals and staff workload support, team building, and prioritization.
- Assist in hiring and training employment specialists, promoting staff development, providing timely feedback, and seeking feedback to help each team member set goals for improved performance.
- Act as a liaison to the program and with other program supervisors and organizational leadership to strengthen integrated services.
- Perform regular administrative review responsibilities for the team, which may include engagement hour review, timesheet/PTO approvals, end-of-month reporting, and progress notes
- In collaboration with the Director of Programming, the following tasks include:
 - Track employment and other program-related outcomes
 - Develop and maintain an IPS-supported employment steering committee
 - Arrange and facilitate IPS fidelity reviews
 - Attend monthly state supervisor meetings (opportunities for additional coalition participation)

Direct Services

- Provide services to a small list of participants as an employment specialist direct service provider.
 - Services include job development, vocational counseling, support, assessment, skills training, job modification, problem-solving, consultation with employers regarding participant performance, and maintaining excellent employer relations.
- Document accurate and up-to-date services, including progress notes, clinical assessments, vocational assessments, hour logs, DVR reports, information releases, and other related documentation necessary for facilitating and billing services.

Essential Qualifications:

1. (Preferred) Master's or Bachelor's Degree in Social Work, Rehabilitation Counseling, or related field
2. Supervisory/Leadership experience and interest in staff development and training
3. Relevant mental health service experience
4. Strong commitment to improving the cultural competence of the agency as demonstrated by valuing difference/diversity, recognizing limitations in personal competencies and expertise, and having concrete ideas about how to improve cultural awareness, knowledge, and skills of self and program staff
5. Understanding of the role and importance of work in the rehabilitation and recovery process
6. Ability to work independently and interact effectively with participants, employers, staff and leadership
7. Excellent communication, organizational, and time management skills
8. Strong commitment to principles of recovery and participant's participation in their service planning
9. Ability to create and maintain professional boundaries

Preferred Qualifications:

1. LPC, LCSW, or equivalent license
2. Experience designing or delivering vocational services
3. Experience in program management

Work Environment: Service staff spend time delivering services in the community and various locations. This may include residential settings, treatment centers, and participant's places of employment. Staff are expected to travel throughout Dane County and transport participants when appropriate. We have a shared office setting in Downtown Madison, promoting opportunities for communication and collaboration with co-workers. The regular work week is Monday through Friday, and scheduling is flexible to meet staff and

program needs. Staff create their schedule with participants they work with and will attend regular weekly supervision, team, and monthly all-staff/community meetings. Each day may look different based on specific job responsibilities and participant's needs. Accommodations are available upon request.

Population Served: Chrysalis participants have a wide array of different backgrounds and experiences. Staff are expected to be comfortable and culturally competent to work with individuals with various identities. For example: Mental Health and Addiction Diagnosis, Current Substance Use, Justice System Involvement, Multi-cultural Identities, LGBTQIA2+, Varied Levels of Engagement in Services.

Hours: Typically 8:30-4:30, Monday – Friday; flexible scheduling available; work schedule may vary at times to include some evening or weekend hours to meet participant or agency needs.

Benefits:

- Health and Dental Insurance
- Short and Long-term Disability Insurance
- Life Insurance
- 401k/Retirement Plan, Employer Match
- Paid Time Off
- Paid Holidays
- Flexible scheduling
- Paid training and professional development opportunities
- Mileage reimbursement per federal standard

Salary Range:

Exempt, salaried position \$55,000.00 - \$70,000.00 annual salary (starting pay commensurate with qualifications/credentials/experience)

Interested Applicants:

Submit a Resume & Cover letter to hr@workwithchrysalis.org by end of day Sunday - December 1st, 2024.

Interview process: December - January 2024

Estimated start date: January/February 2024

Our Location: Chrysalis office is centrally located downtown at 1342 Dewey Court, Madison, WI 53703.

Please visit our website for more information at <https://workwithchrysalis.org/> and learn more about the IPS model of services here at <https://ipsworks.org/index.php/what-is-ips/> or <https://www.dhs.wisconsin.gov/ips/index.htm>.

EEOC Statement: Chrysalis is an employer rooted in equitable employment practices. Representing a workplace community where diverse lived experiences and intersecting identities find belonging and an inclusive culture of care.