ADRC of Eagle Country of Wisconsin

Position Announcement

Aging and Disability Resource Center Regional Director

Juneau County is accepting applications for a full-time, Aging and Disability Resource Center (ADRC) Regional Director.

**Summary of Position:** This position is responsible for providing leadership, planning, and ongoing operation management for the regional ADRC of Eagle Country of Wisconsin with four local offices: Baraboo, Prairie du Chien, Mauston and Richland Center. Operations must be in compliance with the ADRC/State contract and in conference with the State approved proposal for the ADRC of Eagle Country Wisconsin. This position oversees design, promotion, delivery and quality of programs and services provided by the organization as appropriate. The individual in this role must be able to lead a team of local office managers/directors by developing and implementing training and retention strategies. Responsible for communicating effectively with the Governance Board and providing, in a timely and accurate manner; all information necessary for the Board to function properly and to make informed decisions.

**Education/Experience Requirements:** Bachelor’s degree from an accredited college or university in social work, sociology, human services-related field, public administration, or other closely related field with three (3) years of budget planning/financial management, supervisory, and project implementation/development experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Previous managed care experience or three (3) year’s experience working in a public benefit programs such as Medical Assistance, and Long Term Care Programs is preferred; knowledge and at least one (1) year experience developing, managing, and reporting complex operational budgets is required, as well as working knowledge of computers and computer programs that create and manage spreadsheets, databases, and documents is required. Experience and skill in working with a Governance Board. A valid motor vehicle operator’s license is required and unlimited access to reliable transportation.

We offer excellent fringe benefits and a competitive salary.

To apply or for more information please go to [www.co.**juneau**.**wi**.gov](http://www.co.juneau.wi.gov).

**Application and resume must be received by 4 p.m. on January 6, 2020.**

**Potential Candidates will be interviewed on January 20, 2020.**

Please send application and resume to:

Juneau County Personnel

220 E. State St. – Rm 205

Mauston, WI 53948

An equal opportunity employer