

**Join us and begin a rewarding career as a State of Minnesota employee leading a team of dedicated professional!**

Community Addiction Recovery Enterprise (CARE) in Carlton has a rewarding career opportunity for a leader who is dedicated to helping people who struggle with chemical use and addiction reclaim their lives. As a Program Manager will lead a multi-talented team that provides inpatient and outpatient treatment for adults with substance abuse disorders. As women's only facility, CARE Carlton specializes in the delivery gender-specific treatment for women and offers adult learning for clients, such as parenting skills, domestic violence prevention and recovery, healthy relationships, and spirituality. All services are person-centered building on the individual's interests and capacity for growth, leading to a lifelong process of recovery. This is an excellent opportunity to direct a great team and make a difference in the lives of others.

\* \* Due to the nature of this program, only FEMALE APPLICANTS will be considered. \* \*

**Job Duties:**

- Direct the overall administrative and clinical delivery of services at CARE to ensure the highest quality care and treatment is provided to our clients – this includes planning, implementing, and evaluating the application of human, fiscal, and technical resources to respond to the program's current and long-term projected needs.
- Supervise professional staff and supervisory employees to ensure quality service delivery in a cost-effective fashion with positive clinical outcomes.
- Develop efficient business plans, as well as developing and maintaining budgets for existing proposed services.
- Ensure compliance with all applicable federal, state, and local rules and regulations.

**Qualifications:**

To qualify, applicants must meet all of the following criteria:

- At least one year of professional experience providing direct service to individuals with chemical use problems OR one year of work experience in the management or administration of staff providing direct service to individuals with chemical use problems;
- Baccalaureate degree OR three years of work experience in administration or personnel supervision in human services;
- Knowledge and understanding of the management and operations of a to 245G, Supervised Living Facility, and Joint Commission accreditation facility.
- Must be free of chemical use problems for at least the two years immediately preceding hiring and sign a statement attesting to that fact.

**Great Benefits Package:**

The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, 11 paid holidays each year – *and a pension plan.*

We actively recruit, welcome and support a diverse and inclusive workforce work force to support the success and growth of all people who call Minnesota home.

**Learn more and apply online at**  
[www.MN.gov/careers](http://www.MN.gov/careers), search Job ID# 21242  
**HAVING TROUBLE WITH THE APPLICATION & WEBSITE?**  
Contact the helpdesk at 651-259-3637 or [careers@state.mn.us](mailto:careers@state.mn.us).

You can also visit <http://www.mn.gov/mmb/careers/applicant-help>.

*Our mission as an employer is to actively recruit, welcome and support a workforce, which is diverse and inclusive of people who are underrepresented in the development of state policies, programs and practices, so that we can support the success and growth of all people who call Minnesota home.*

Apply Here: <http://www.Click2Apply.net/tyddfjw2rhj77j8>

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