



KEEP ME SAFE PROGRAM MANAGER

ABOUT THE POSITION

Location:	Mankato, MN
Hours:	40 hours per week; 8:00 - 4:00, Monday - Friday with evening & weekend flexibility
Starting Salary:	\$48,000 - \$50,000; Depending on qualifications
Reports to:	Director of Community Programming
Team:	Leadership Team

You will be:

- Providing case management (intake, scheduling, managing visit requests, responding to grievances) to clients needing supervised visitation and exchange services.
- Training, coaching, supervising, and supporting Parenting Time Monitors.
- Overseeing implementation of program policies and procedure.
- Monitoring supervised visitation and exchanges as needed.

Your wages and benefits:

- Outstanding Paid Time Off (PTO) package - 9.5 hours every 2 week pay period; up to 249 hours a year for the first two years, with increasing hours after that
- Your choice of 7 paid holidays a year
- Health, dental, and vision insurance
- 403b retirement plan available - CADA matches contributions up to \$40 every 2 week pay period (contribution increases after 4 years)

ABOUT US

MISSION

Providing safety and support to victims of domestic and sexual violence through education, advocacy, and shelter

VALUES

- Anti-oppression
- Community
- Survivor-centered
- Stewardship
- Dignity

CADA'S CULTURE

- Highly flexible workplace
- A team of supportive and caring coworkers
- Trauma-informed
- Welcoming and encouraging
- Values work-life balance and wellness
- Committed to individuals' professional growth

WHY YOU'RE A GREAT FIT YOU ARE...

- A nuanced thinker who is able to see a situation from many sides
- Able to maintain professional boundaries and manage biases to treat everyone with respect and fairness
- A direct and open communicator
- An independent worker who is able to think quickly in high-pressure situations

YOU HAVE LIFE, WORK, OR EDUCATIONAL EXPERIENCE...

- In reflective supervision, conflict resolution, and resolving complex communication issues
- Staff supervision, hiring, training, and coaching
- An understanding of the dynamics of gender-based violence, child abuse, substance abuse, and/or mental health
- An understanding of human services and related systems (criminal/legal systems, county systems, etc.)