

**Full Time Program Administrator  
Sponsored Residential & Respite Services  
CEC Office – Carroll Center/Galax  
Position #CEC0020A**

Community Extended Care Services is seeking a highly qualified Program Administrator for Sponsored Residential and Out of Home Respite Services. Applicants must have supervisory and management experience. Must be highly motivated and able to work independently. Must have a broad knowledge of ID Medicaid Waiver and licensure regulations along with the ability to translate this information into day to day work assignments and provide ongoing support and supervision to staff, contracted providers, and individuals and families served. Responsible for preparing and managing budgets, developing short and long-range plans, and written procedures related to the delivery of these services.

**Qualifications:** Applicant should have a Bachelor's Degree in a human service field and a minimum of one year experience working with individuals with intellectual disabilities. Effective written and oral communications skills required. Computer experience and skill required. Must be willing to travel within the catchment area.

**SALARY RANGE: \$33,286 - \$55,048 (Level 13)**

**APPLICATION DEADLINE: May 21, 2012**

**Applications must be RECEIVED by the deadline in order to be accepted.**

A Mount Rogers CSB application is required. Applications are available at all Mount Rogers sites in Smyth, Wythe, Bland, Carroll and Grayson Counties, the City of Galax or any local V.E.C. office, or by visiting [www.mtrogerscsb.com](http://www.mtrogerscsb.com). Return applications to Mount Rogers Community Services Board, 770 West Ridge Road, Wytheville, VA 24382. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.