

Employment Opportunity

CEO



For best consideration, please apply confidentially:
www.qtigroup.com/CCLSCEO



ABOUT THE ORGANIZATION



ABOUT CREATIVE COMMUNITY LIVING SERVICES

The Mission

The mission is to establish individualized community supports that will preserve and enhance the dignity and rights of those who rely on others while seeking their own level of independence.

The Vision

CCLS strives to be the premier provider of creative and innovative services reflecting excellence and integrity.

The Philosophy



CCLS believes that every person is a valuable human being, and therefore must be treated with respect and dignity. CCLS believes that there is dignity in risk and that risks must be taken to grow beyond the safety of preconceived limitations. CCLS believes that all people deserve to live in and be a part of the community. CCLS believes that the physical environment of a community program reflects the dignity and worth of the individuals who live and work there, and therefore must be well maintained. CCLS believes that all people deserve the right to choose, guide, and/or

direct the way they live. CCLS believes that all services must operate from a solid financial base and will negotiate contracts that will provide adequate funding.

History

In 1973, four men (Jon Nelson, Jim Esmeier, John Hunt, and Joe Bissen) pioneered the concept for Creative Community Living Services, Inc. (CCLS) These four shared an innovative vision that people with disabilities deserved to live in the community – not in institutions. From that vision, CCLS was created to provide community-based living arrangements for people with disabilities.



ABOUT THE ORGANIZATION

CCLS was officially incorporated on October 3, 1973. Shortly thereafter, the first CCLS program opened with eight young women who had spent their lives in a state institution moved into a large house on Madison's east side. Today, CCLS serves clients in more than 20 counties, providing highly individualized programs that range from one-to-one assistance in individual homes to all forms of personalized living arrangements in community-supported living, adult family homes, and community-based residential facilities.

CCLS is one of the largest, most diverse service providers for people with special needs in the State of Wisconsin. As CCLS continues strong in the age of Family Care, it is at the helm of providing the most innovative, diverse services to all in their support.

Services and Supports

Creative Community Living Services is a provider of services and support for individuals with developmental disabilities, mental illness, physical disabilities, or functional limitations of advanced aging.

The community supports are individualized and person-centered.

CCLS will work together with you to build the necessary support based on your needs, strengths, and wishes.

The goal is to assist you in expanding and maintaining your independence and will design services to meet your needs (for example, help with your personal care, budgeting/finances, and menu planning/meal preparation).

CCLS encourages social interaction and uses community resources to plan activities.

Services Available

- Community Supported Living - Supports to assist in building a full life within your community
- Skills Teaching - Teaching skills to build independence in your daily life routine
- Independent Living Programs - Staff provide come-in support and on-call availability
- Adult Family Homes – Assisted living, state-licensed homes
- Community-Based Residential Facilities – Assisted living, state-licensed homes
- Comprehensive Community Services
- Respite Services



ABOUT THE ORGANIZATION

- Non-medical Transportation
- Supported Employment Services – Assessment, job development, skill training, and coaching
- Pre-Vocational Services
- Recreational Services
- Nurse Services
- Day Services



ABOUT THE OPPORTUNITY



CEO, CREATIVE COMMUNITY LIVING SERVICES

The CEO is responsible for ensuring strategic direction as well as creating a vision of success for CCLS. The CEO is authorized and held responsible for all programs and services as approved and directed by the Board of Directors of CCLS. The CEO directly represents the board in matters relating to the services provided, personnel policies, finances, and public relations.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

- Promotes the mission and philosophy of CCLS, and maintains board directed program standards.
- Administers all programs approved by the Board of Directors and delegates specific operations to the Regional Directors of Operation.
- Oversees the overall financial operations of CCLS and delegates specific operations to the CFO.
- Oversees the overall personnel operations of CCLS and delegates specific operations to the Chief Human Resources Officer.
- Oversees the overall operations of the training department and delegates specific operations to the Director of Training.
- Oversees the overall operations of Fast Pace Medical Staffing and other subsidiaries of CCLS and delegates specific operations to the appropriate Directors.
- Oversees the daily operations of the corporate office and delegates specific operations of the regional offices to the Regional Director of Operations.
- Oversees the overall operations of the nursing department and delegates specific operations to the Chief Nursing Officer.
- Maintains a climate of harmonious relationships amongst all staff and maximizes the use of staff talent through positive reinforcement.
- Fosters and maintains relationships with all contracting entities and supervises the development of all public relations materials.
- Prepares a monthly written report on the activities of CCLS for the Board of Directors.
- Conducts operational and committee meetings as appropriate.
- Works with the board to develop the annual corporate goals and objectives.
- Works with the Leadership Committee to analyze corporate and legislative trends and develop appropriate strategic plans.

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- Evaluates needs within the field of services of CCLS and works with the board and relevant personnel to develop new program opportunities.
- Acts as Chief Executive Officer in delegating and assuming authority:
 - with all city, county, state, and private agencies regarding area group homes and other programs undertaken by CCLS.
 - in securing, equipping, and furnishing suitable physical facilities.
 - in securing licenses and/or permits for facilities.
 - in negotiating and signing purchase of service contracts.
- Approves and signs all legal documents, leases, contracts, deeds, etc., as determined by the Board of Directors.
- Keeps the Board of Directors and leadership team abreast of all legislative issues which affect clients or the corporation, and lobbies according to board-established goals.
- Supervises capital expenditures.
- Manages the rental of unused office space in the corporate office.
- Attends all state, county, and company mandated training as scheduled.
- Ensures staff attendance at all state, county, and company mandated training as scheduled.

SKILLS, COMPETENCIES, AND EXPERIENCE

- A field-related master's degree deemed appropriate by the CCLS Board of Directors, and at least five years of administrative experience, three of which are within the health care related field with a DHS 83.02 (16) identified client group.
OR
- A field-related bachelor's degree deemed appropriate by the CCLS Board of Directors, and at least ten years of administrative experience, three of which are within the health care related field with a DHS 83.02 (16) identified client group.
- Understanding of corporate financial process and allowable costs guidelines.
- Willingness to continue in professional growth through membership in professional organizations, attendance at professional conferences, and attendance in workshops and college coursework.
- Versed in laws and statutes pertaining to all client services and related privacy laws and a basic understanding of employment laws.
- Basic understanding of commercial landlord-tenant laws.
- Has an acceptable criminal record and background information disclosure.
- Has acceptable pre-placement drug screening results.
- Holds a valid driver's license with an acceptable driver's record, access to a vehicle during work hours, and proof of insurance.

ABOUT THE OPPORTUNITY

- Is not listed with the Department of Health and Family Services or Regulation and Licensing or any other applicable state department or agencies with a finding of abuse/neglect/misappropriation of funds/property, if applicable.

The above statements reflect the general details necessary to describe the major functions of the position described and are not intended to be a detailed description of all the work that may be required.

DESIRED ATTRIBUTES

- **Mission-Focused:** Possesses a sincere and clear passion for serving individuals with developmental disabilities, mental illness, physical disabilities, or functional limitations of advanced aging.
- **Relationship-Oriented:** Astute in cultivating and managing relationships toward a common goal. Acts with integrity and strong ethics to ensure best practices and to foster trust at all levels.
- **Strong Communicator:** Exceptional oral and written communication and relationship management skill with and among the board, staff, and community partners locally, regionally, and nationally.
- **Collaborative:** Meaningfully engages staff and partners for improved and continuous programming and services.
- **Results-Driven:** Dedicated to exceptional quality of data and information provided; committed to the attainment of shared and measurable goals.
- **Brand Steward:** Embodies the role of growing and protecting CCLS's strong reputation, providing subject matter expertise; comfortable with public speaking as the face of CCLS.
- **Problem Solver:** Ability to identify and resolve problems in a timely manner and to gather and analyze information skillfully to make sound decisions.
- **Team-Builder:** Supports and respects the staff; fosters commitment, trust, and unified goals among all. Listens, supports, and encourages others to hold one another accountable for team successes without micromanaging.
- **Continual Learner:** Natural interest in adapting and staying current with changes in the healthcare and legislative environment; creates opportunities for learning for staff and board.
- **Technologically savvy:** Possesses an appetite for employing new technology to better enable staff and services.
- **Action-oriented:** Able to keep initiatives moving forward at a pace that meets the needs of the community served.
- **Innovative:** Possesses a creative and aspirational approach when thinking about programs and services. Creates and embraces new ideas and strategies to better serve the special needs community.

ABOUT WATERTOWN, WISCONSIN



Watertown, Wisconsin is an ideal and idyllic location. Halfway between Madison and Milwaukee, Watertown offers the perfect blend of small-town values, an outdoor lifestyle, and rich local history.

Originally called Johnson's Rapids, the town changed its name to Watertown in 1842 after receiving an influx of settlers originally from Watertown, New York. Watertown was incorporated as a city in 1853.

What is Watertown Wisconsin famous for?

The city is the home of the first kindergarten in the United States, started in 1856 by Margarethe Schurz, wife of statesman Carl Schurz; the building that housed this kindergarten is now located on the grounds of the Octagon House Museum in Watertown.

The Octagon House was built by pioneer settler John Richards and completed in 1854. The unique eight-sided design for this grand residence was inspired by New York architect Orson Fowler, who promoted the healthy living aspects of octagonal dwellings in the 1850s.



Octagon House – Watertown, WI
Photo courtesy of [Wikipedia](#)



America's First Kindergarten -
Watertown, WI
Photo courtesy of [Wisconsin Historical Society](#)



INTERESTED?



Application and Selection Process

Creative Community Living Services, Inc. has exclusively retained The QTI Group to conduct the search for their new CEO. The QTI Group is a comprehensive human resources advisory services firm founded in 1957. QTI is headquartered in Madison, Wisconsin and has five branch offices throughout the state of Wisconsin.

Qualified individuals interested in being considered for the position are invited to submit their resume to: <insert URL>

Inquiries may be submitted to The QTI Group at the email or phone number listed below.

Deborah Best, Certified Diversity Recruiter (CDR)

Recruiting Consultant

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