



State of Iowa

Treatment Program Administrator

SALARY	\$34.69 - \$53.41 Hourly \$2,775.20 - \$4,272.80 Biweekly \$72,155.20 - \$111,092.80 Annually	LOCATION	Cherokee - 51012 - Cherokee County, IA
JOB TYPE	Full-time	JOB NUMBER	24-01561
AGENCY	406 Health & Human Services - Civil Commitment Unit - Cherokee	OPENING DATE	11/01/2023
CLOSING DATE	12/1/2023 11:59 PM Central	LINKEDIN TAG	#LI-POST
POINT OF CONTACT	Brad Wittrock, Assistant Superintendent, bwittro@dhs.state.ia.us		

Job Description

The Iowa Department of Health and Human Services (HHS) is seeking an energetic and forward-thinking individual to fill its Treatment Program Administrator position and join the team at the Civil Commitment Unit for Sex Offenders (CCUSO). This is a full-time position with a 7:30 a.m.–4:30 p.m. daily schedule and on-call responsibilities.

Iowa HHS operates the CCUSO treatment facility for individuals who have been civilly committed as sexually violent predators. CCUSO's mission is to provide intensive treatment for persons involuntarily committed as sexual offenders who are deemed likely to re-offend. The facility provides state-of-the-art treatment to patients in order to lower their risk of re-offending and to release them from confinement as quickly as possible. There is a full range of diagnostic, treatment, and rehabilitative services focused on addressing the conditions impacting a patient's likelihood of re-offending.

The Treatment Program Administrator will guide and supervise a team of mental health professionals (e.g. psychologists, social workers) and lead a multi-disciplinary approach to the treatment of civilly committed patients. This position will provide direction to staff and the entire program regarding clinical issues and needs, as well as program development.

This role provides a dynamic clinical and leadership opportunity. In addition to leading and managing a team of clinicians, this position will also assist patients in navigating various issues such as maladaptive thoughts, behaviors, relationships, emotional distress, traumatic experiences, alcohol and drug abuse, sexual identity, sexual abuse, and sexual offending. The Treatment Program Administrator is a member of several committees including Treatment Team, Clinical Team, Leadership Team, Hospital Leadership Committee, Human Rights & Organizational Ethics Committee, and the Employee Relations Team. The Clinical Director reports directly to the CMHI/CCUSO Assistant Superintendent.

We have a great total compensation package, including:

- Iowa Public Employees' Retirement System (IPERS) (Employee contributes 6.29%/State of Iowa contributes 9.44%)
- Retirement Investors Club (RIC) (Employer Sponsored Retirement Plan) (State of Iowa matches up to \$75/month)

- Health, Dental and Vision Insurance (Click link below for more details)
- Vacation Leave (96 hours/year)
- Sick Leave (144 hours/year)
- Paid Holidays (9 days/year)
- Flexible Spending Accounts
- Life Insurance (\$20,000 paid for by the State of Iowa)
- Long-Term Disability Insurance

For additional information on benefits [click here \(Download PDF reader\)](#).

Cherokee Highlights

CCUSO is located in Cherokee, Iowa, a city of approximately 5,000 set in the beautiful Little Sioux River Valley in Northwest Iowa. Enjoy fishing and canoeing on the Little Sioux River that winds through town, providing a backdrop to a well-developed parks and trails system. In addition, Cherokee has over 1,000 acres of land devoted to parks for things like camping, hiking, and horseback riding. Cherokee is the home of the first accredited museum and planetarium in Iowa, Sanford Museum and Planetarium, established in 1951. Cherokee may be the smallest town in the world to have its own symphony orchestra! This 60-member orchestra has been referred to as the “best kept secret in Northwest Iowa.”

Cherokee is home to Western Iowa Tech Community College and 1 hour or less from other educational institutions including Morningside College, Northwestern College, Buena Vista University, and Dordt College. This quintessential Iowa town is 1 hour from Sioux City and 2 hours from Omaha. It is also 2 ½ hours from Des Moines, home to Wells Fargo Arena (a host site of NCAA Basketball and premier concerts), as well as Lauridsen Skatepark, the nation’s largest public skate venue. Additionally, Des Moines has one of the nation’s finest State Fairs and is home to professional sports teams the Iowa Cubs, Iowa Wolves, Iowa Barnstormers and Iowa Wild. Check out these [10 Reasons to Move to Iowa](#).

The State of Iowa is an EEO/AA Employer

HHS values those with “lived experience” and encourages adults who were fostered as youth, foster parents, and/or parents who were in the DHS system to apply. Minorities, women, persons with disabilities and veterans are encouraged to apply (Hearing and Speech Impaired – Relay Iowa 1-800-735-2942 TDD).

Our agency uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.

Selectives

N/A

Minimum Qualification Requirements

Graduation from an accredited college or university and experience equal to four years of full-time professional-level work in a treatment or habilitation program for correctional inmates, delinquent, disadvantaged, mentally or emotionally ill, or intellectually disabled, two years of which were at the administrative, consultive, advanced professional, or supervisory level;

OR

an equivalent combination of education and experience substituting thirty semester hours of graduate level course work in the administrative sciences (e.g., business administration), social/behavioral sciences, or health sciences for each year of the required experience up to a maximum substitution of two years of the general experience requirement (no substitution for the consultive, advanced professional, administrative, or supervisory experience) shall be considered as qualifying.

For additional information, please click on this [link to view the job description](#). ([Download PDF reader](#))

Additional Qualification Requirements

For purposes of qualifying, "professional-level experience" shall be exemplified by responsibility for assessment and diagnosis of client problems and needs, developing a plan of treatment, evaluating client progress toward meeting treatment goals, modifying treatment objectives. Work at this level generally requires a prerequisite of four or more years of post high school educational training in one of the behavioral, social, or health sciences.

Agency

State of Iowa

Agency

406 Health & Human Services - Civil Commitment Unit - Cherokee

Address

1251 W Cedar Loop

Cherokee, Iowa, 51012

Website

<http://dhs.iowa.gov/mhds/mental/in-patient/ccuso>

Treatment Program Administrator Supplemental Questionnaire

***QUESTION 1**

Do you understand that the answers to all of the following questions must be truthful, honest, and accurate to the best of your ability? Please read all questions and answers thoroughly and make sure you understand them completely. Ensure the answers to your questions match the information filled out on your application and the attachments you have uploaded. If the answers to your questions are inconsistent with your application information or uploaded attachments, you will be given zero points for the question. Knowingly misrepresenting the facts when submitting any information related to an application, examination, certification, appeal, or any other facet of the selection process will result in your disqualification from this application and future employment with the state of Iowa.

- ☐ Yes - I understand and agree.
- ☐ No

QUESTION 2*PLEASE READ CAREFULLY**

Have you filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq?

- ☐ No - I have NOT filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq
- ☐ Yes - I HAVE filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. §611 et seq

***QUESTION 3**

Have you graduated from a four-year college or university? IF YES How many years do you have of full-time professional-level work in a treatment or habilitation program for correctional inmates, delinquent, disadvantaged, mentally or emotionally ill, or intellectually disabled, two years of which were at the administrative, consultive, advanced professional, or supervisory level?

- ☐ I have not graduated from a four-year college or university

- ☐ No experience in the identified areas
- ☐ Less than two years of experience in the identified areas
- ☐ Two years to less than four years of experience in the identified areas
- ☐ Four or more years of experience in the identified areas

***QUESTION 4**

Have you graduated from a four-year college or university? IF YES - How many years do you have of a combination of graduate (post bachelor degree) education in the administrative sciences (e.g., business administration), social/behavioral sciences, or health sciences AND full-time professional-level work in a treatment or habilitation program for correctional inmates, delinquent, disadvantaged, mentally or emotionally ill, or intellectually disabled?

Note: 30 semester hours of graduate level coursework equals one year of the experience. A Maximum of 60 semester hours can be substituted for the experience. Applicants must have at least one year of documented full-time professional-level work in a treatment or habilitation program for correctional inmates, delinquent, disadvantaged, mentally or emotionally ill, or intellectually disabled.

- ☐ I have not graduated from a four-year college or university
- ☐ No experience in the identified areas
- ☐ Less than two years of experience in the identified areas
- ☐ Two years to less than four years of experience in the identified areas
- ☐ Four or more years of experience in the identified areas

*** Required Question**