

COMMUNITY EMPLOYMENT PROGRAM MANAGER

This is professional/supervisory work in managing a component of a comprehensive community employment program designed to enable developmentally and/or physically disabled clients to make the transition from a community program such as an ADAP or sheltered workshop setting to competitive employment. Work involves the overall development and management of a supported employment program and usually includes responsibility for one or more additional program areas such as individual job placement workstations enclaves mobile crews, work adjustment or vocational evaluation. Duties include program planning and development, management of a program budget marketing of program services and supervision of staff who provide direct client training and job coaching. Employees have frequent contact with business leaders civic groups and other community organizations. Employment Security Commission and the new media as they market program services and develop a network of potential employment sites. Market surveys are regularly conducted to maintain a database of the types of available employment opportunities and the prevailing pay rates. Employees assign or assure each client is assigned a job coach and a goal of job placement consistent with the client's developmental progress. Work involves interacting with the clients' families or care providers to ensure agreement with the client's advancement toward competitive employment; monitoring progress of clients through written reports and verbal discussions with job coaches and mobile crew leaders; preparing or supervising the preparation of a variety of monthly quarterly, and annual reports on program activities. Employees usually serve as a member of the management team for the parent facility and participate in overall program planning and the integration of all programs. Employees report to a higher level supervisor or program director.

I. DIFFICULTY OF WORK:

Variety and Scope - Employees are responsible for managing the supported employment program In addition to one or more additional program components such as vocational evaluations work adjustments or job placement. Work involves determining program needs and designing specific programs; providing technical assistance and guidance to the assigned program components; coordinating the scheduling of specific programs assessing and approving client selection for employment services; developing and maintaining Industry contacts for placement sites; matching client to available jobs by analysis of job tasks client needs, interests and skills; and supervising a small staff involved in carrying out the programs. Employees maintain liaison with other service agencies such as DSS. Social Security Administrations Vocational Rehabilitation, and other related agencies, and may seek and manage grants.

Intricacy - Work involves the assessment of clients and the analysis of available job placements to ensure an appropriate match with clients' needs* interests and skills; analysis of the local job market potential and prevailing pay rates; analysis of program needs and development of new and Innovative services to meet those needs; evaluation of the effectiveness of programs supervised.

Subject Matter Complexity - Work requires a knowledge of vocational/ habilitative programs for the developmentally disabled and an understanding of the principles application, and integration of client-centered planning.

Guidelines - State and federal guides such as Vocational Rehabilitation JTPA. OSHA and mental health program standards outline the basic components of the programs.

II. RESPONSIBILITY:

Nature of Instructions - Employees independently carry out the planning and management of the programs. Staff meetings and informal consultation with the community employment program director provide direction and advice.

Nature of Review - The primary review occurs through regular written and oral reports during staff meetings. Other review is provided by the agency quality assurance committee and annual evaluation by Vocational Rehabilitation, JTPA, mental health and other certifying agencies.

Scope of Decisions - Work is with a small staff involved in implementing multiple employment program components which directly affect clients and indirectly affect the public sector in the supported employment program endeavors.

Consequence of Decisions - Inappropriate client placement could affect clients' progress. Decisions also have potential for financial and material loss to the agency and to local industries in the area of supported employment.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires contact with clients and their families, staff, state and local agency representatives and private sector employers.

Nature and Purpose - Contacts with state and local agencies, families and staff are for the purpose of program coordination to ensure clients receive needed services. Contact with private sector employers involves marketing the program and negotiating agreements for competitive employment placement of clients.

IV. OTHER WORK DEMANDS:

Work Conditions - Employees' workstation is normally a separate office within the community employment program.

Hazards - Employees have some contact with clients who may occasionally act out.

V. RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities - Thorough knowledge of principles, techniques, and methods of the field to include assessments, evaluations, development of goals and activities, and supported employment principles and practices. Thorough knowledge of behavior management techniques. Thorough knowledge of the population served. Skill in writing goals and programs. Skill in evaluating and documenting progress. Skill in planning and conducting a program of vocational activities. Ability to assess program needs and modify the program services accordingly. Ability to organize and lead staff in carrying out vocational activities and to represent the discipline effectively on treatment and management teams. Ability to establish rapport and relate to the population served, families, community agencies and groups, and a variety of service disciplines.

Minimum Training and Experience - Graduation from a four-year college or university with a degree in a human services field and two years of experience in therapeutic or vocational programming which involves program/goal planning; or completion of a two-year associate degree program in a human services field which includes a practicum/internship in a similar setting and four years of experience in therapeutic programming which involves program/goal planning; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.