

COMMUNITY EMPLOYMENT PROGRAM COORDINATOR II

Employees in this class serve as directors of a large freestanding Adult Developmental Activities Program in an area mental health agency. Programs focus on work and other habilitative activities with training in self-help skills communication community livings social and vocational adjustment, functional academics and paid work. The relative emphasis on work and other habilitative activities varies depending on the needs of the community. Employees plan goals and priorities for personnel space equipment and other resources. Employees participate in budget planning and development and in overall program planning determine training needs of staff and may provide inservice training. Employees participate in policy and standards development and are responsible for implementation of new policies, procedures, and guides; review the work of subordinates through regular staff meeting and review of reports. Employees handle minor disciplinary problems; make recommendations to supervisor regarding selection, promotions, and salary adjustments; and conduct performance evaluation of staff.

Work also involves developing and monitoring the total habilitative plan for the clients; determining client eligibility for the program; assessing clients for placement in the program or job placement; providing behavior management intervention and counseling for clients and their families; determining program needs and designing specific programs. Employees may also procure contracts for work to be performed by the clients. Work is differentiated from the Community Employment Program Coordinator I by the freestanding program, stronger management function, larger staff supervised, and greater independence. Employees usually report to a Community Employment Program Director or other higher level manager.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees independently conduct daily, weekly, and short-range planning usually one year in advance or less, in goals and priorities for personnel space equipment, and other resources. Employees participate in overall program planning and other long-range planning with agency management and representatives from client referral source agencies.

Organizing and Directing - Employees review and discuss training instructional and production techniques and schedules to be utilized by the staff in meeting client and program needs and objectives. They assign and maintain workload balances to ensure an even flow of services to the client and meet the established work schedules. Employees may independently make minor changes in workflow, work assignments and work procedures used by the instructional staff.

Budgeting - Employees participate in budget planning and development, making recommendations annually for space, personnel salaries and supplies based on the goals and expectations of the program. Employees are also responsible for administering the program budget by monitoring and operating within the established budget.

Training - Employees assess the training needs of the staff and forward requests through the supervisor for approval. Employees may provide on-the-job training or delegate that responsibility to subordinate staff.

Setting Work Standards - Employees are responsible to see that work is carried out in accordance with the established standards and procedures and may make recommendations to the supervisor when problems or needed changes are identified.

Reviewing Work - Employees provide both daily and periodic administrative and technical review of staff performance, reports and records of client progress; assist in resolving problems and providing alternatives or solutions where possible; evaluate quality and quantity of service.

Counseling and Disciplining - Employees counsel staff members on job performance and the appropriate grievance and disciplinary system. Employees may initiate the oral and written portions of the dismissal/disciplinary actions; all final disciplinary actions are reviewed by the supervisor.

Performing Other Personnel Functions - Employees prepare staff evaluations; make recommendations to the supervisor on promotions, dismissals, and salary adjustments; provide preliminary screening of applicants and make recommendations on new employees.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Programs are relatively stable but new program initiatives may require some changes. Most training programs however, are usually stable and long-term.

Variety of Work Supervised - The program focuses on work and other habilitative activities with training in self-help skills, communication, community living, social and vocational adjustment functional academics and paid work.

Number of Employees Responsible For - 5 to 20 employees

III. EXTENT OF SUPERVISION RECEIVED: Employees receive regular informal and periodic formal review of program goals/objectives and needed changes in program emphasis or areas which would directly affect the employment program. Employees receive direction and supervision in both oral and written form.

IV. SPECIAL ADDED CONSIDERATIONS:

Supervision of Shift Operations - Staff are assigned to work basically an eight to five schedule.

Fluctuating Work Force - Work force is basically stable without major seasonal fluctuations.

Physical Dispersion of Employees - Staff may be responsible for supported employment training of clients at various community sites.

V. RECRUITMENT STANDARDS

Knowledge, Skills, and Abilities - Considerable knowledge of principles and techniques of working with developmental disabilities. Considerable knowledge of developmental and vocational programming including socialization and habilitative needs; of behavioral programming techniques. Skill in adopting techniques of program development. Ability to organize and prepare records reports and analyze such information. Ability to plan, organize initiate a habilitative and vocational program for developmentally disabled clients. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective working relationships with clients all levels of staff, and community agencies and families. Ability to supervise staff.

Minimum Training and Experience Requirements - Graduation from a college or university with a four-year degree in a human service field and two years of experience working with the developmentally disabled; 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.