

COMMUNITY EMPLOYMENT PROGRAM DIRECTOR I

Work at this level involves providing supervision and coordination of all the components of a small community employment program or sheltered workshop. Components include production, work habits, behavior and community living skills training, personal and social adjustment, adult basic education, recreation, and vocational evaluation. The workshop serves clients with a variety of handicapping conditions, primarily developmental disabilities. Programming offered in the workshop is limited in variety and scope. Employees are responsible for securing contracts for basic production, assembly, or subassembly, which are related in nature, from local industries and may include supported employment placements. Employees coordinate services with a variety of referral agencies such as Mental Health/Developmental Disabilities Vocational Rehabilitation, and Social Services. Employees usually report to a Habilitation Program Supervisor or Manager.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees attend admission team staffings and general staff meetings with representatives from client referral sources (e.g., Vocational Rehabilitation, Social Services) to plan and establish ways of obtaining the most effective and productive utilization of the community employment program staff, equipment, supplies and service delivery area.

Organizing and Directing - Employees review and discuss training instructional and production techniques, program income and expenditures and the ongoing production schedules to be utilized by the staff in meeting both client and program needs and objectives. They assign and maintain workload balances in the various areas which are necessary to ensure an even flow of services to the client and meet the established production schedules. Employees may independently make minor changes in the internal organizational structure, work assignments, and production procedures used by the instructional staff.

Budgeting - Employees prepare recommendations annually for space personnel salaries and supplies based on the goals and expectations of the employment program local mental health boards, Institutional administration, Vocational Rehabilitation, and Social Services. Requests for supplies, equipment, or staff require the approval of the area director, local mental health board, or Institutional/facility administration.

Training - Employees survey and assess the training needs of the staff and forward requests through the supervisor for approval and implementation of the needed training. Employees may provide on-the-job training on the basic factors found in the areas of production/training.

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 quarterly administrative and technical review of staff performance, reports and records of client performance, and production in the program areas; 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 action; 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 screening and selection recommendations on new employees.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Programs are relatively stable but contract activities and new program initiatives such as supported employment or mobile work crews may require some changes. Most training programs however are usually stable and long-term.

Variety of Work Supervised - The employment program consists of a variety of areas such as sub-assembly, personal/social adjustment, production, and evaluation; however, due to the number of clients served overall staff size, amount of funding for the program areas are usually limited and basic in the scope of coverage and materials used.

Number of Employees Responsible For - 5 to 15 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 ADDITIONAL 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 satellite units or supported employment training of clients at a variety of community sites.

V. JOB REQUIREMENTS:

A. Knowledges, Skills, and Abilities - General knowledge of machine tools of materials and labor costing; Jigs and their preparation; work process, lay-out, and job analysis. Basic knowledge of the population served. General knowledge of wage and hour laws. Skill in readings comprehension, writing, and math. Ability to supervise and conduct management functions. Ability to analyze jobs, read blueprints, and prepare specification for sub-contracts. Ability to establish rapport and communicate effectively with clients, various service delivery disciplines and Industry/community personnel and leaders.

Minimum Training and Experience - Graduation from high school or equivalent and five years of experience in production, trades or related work that provides above knowledge and skills, one year of which must have provided exposure to the population to be served; or graduation from a two-year technical school In Industrial technology or related field and two years of experience in production trades, or related work that provides above knowledge and skills, one year of which must have provided exposure to the population to be served; or graduation from a four year college or university with a degree In industrial technology or related field and one year of experience in warehousing purchasing, production or related work which must have provided exposure to the population to be served; or an equivalent combination of training and experience.

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

Minimum Training and Experience - 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, one year of which must have been in an employment program for the developmentally disabled; or an equivalent combination of training and experience.

Administering the Class - Recruitment pattern A recognizes the business/industry experience and accompanying knowledge, skills and abilities. Selection of an employee with this training and experience may be suitable if subordinate supervisors or program managers have a human services background.

Recruitment pattern B reflects the human services degree preparation for the management of an employment program for the developmentally disabled and may be suitable if subordinate supervisors/staff have a more industrial or production related background.

Management has the option of choosing either A or B in order to meet the needs of the clients and the program and achieve a desired balance.

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.