

Class Concept

Positions supervise staff providing direct training, job coaching, or instruction including assessment to client with one or more disabling conditions. The employment program is designed to enable clients with disabilities to transition from a sheltered workshop setting or training environment to competitive employment. Position serves as the subject matter expert for the program in assessment techniques, task analysis and module writing, and training methods and techniques. Work may also include evaluation of client population needs, proposing new training programs, and coordinating training with other programs. Duties may include program planning and development, management of program budget, and marketing of services. Employees have frequent contact with business leaders, civic groups, and community organizations to develop a network of potential employment sites. 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, instructors, and/or mobile crew leaders; preparing or supervising the preparation of a variety of monthly, quarterly, and annual reports on program activities. Employees may 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 program manager.

Work is differentiated from the Community Employment Program Manager by the inclusion of direct supervision to staff and considerable interaction with client families or care providers regarding client progress.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of principles, techniques, and methods of adjustment services, assessment, evaluation, 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 or training activities.
- Ability to assess program needs and modify the program services accordingly.
- Ability to establish class scheduled and plan instructional programs.
- Ability to organize and lead staff in carrying out vocational activities and training programs.
- Ability to represent the program effectively on treatment and/or management teams.
- Ability to establish rapport and relate to the population served, families, community agencies and groups, and a variety of service disciplines.

Minimum Education and Experience

Bachelor's degree in a human services field from an appropriately accredited institution and two years of experience in therapeutic or vocational programming which involves program/goal planning, task analysis, or teaching; or

Associate's degree in a human services field from an appropriately accredited institution and four years of experience in therapeutic or vocational programming which involves program/goal planning; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.