

COMMUNITY EMPLOYMENT PROGRAM DIRECTOR II

Work at this level involves providing administrative direction and coordination for a medium to large community employment program or sheltered workshop which has a comprehensive range of program components. Components usually include production, sub-assembly, work habits and behavior training, personal and social adjustment, adult basic education, recreation, and vocational evaluation, and may also include school transition, case management, woodworking hortithery, janitorial service, lawn maintenance, job placement, and supported employment. The employment program serves clients with a variety of handicapping conditions, primarily developmental disabilities. There may be contracts in diverse subassembly and assembly as well as other contracts in maintenance, lawn work, and supported employment placements. Some programs may also include the operation of a thrift shop and the sale of crafts items. The activities carried out in the program areas are varied and complex. Some workshops handle large numbers of interrelated contracts which are similar in nature and carry out basic activities in the program areas. Work involves direct contact with coordinators of both State and local referral agencies such as Vocational Rehabilitation, Social Services, Mental Health, and various representatives of local industries and community organizations. Employees have the responsibility for procuring contracts; however this responsibility is usually delegated to other staff. Employees report to a Habilitation Program Director or agency director.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees meet with vocational rehabilitation counselor, vocational rehabilitation workshop representatives, local mental health coordinators, social services representatives, and internal program coordinators to review and establish program needs; to establish priorities and to set deadlines. Employees plan for client and product transportation and provide staff coverage for all program activity areas. Long range and annual goals are recommended, but weekly and daily priorities are changed as needs arise.

Organizing and Directing - Employees make daily observations and meet with the various section/program coordinators on a weekly and an "as needed" basis. Employees discuss, alter, and review the various ongoing program activities within the employment program, the problems encountered by the staff, production plans, overall problems, and deadlines. Employees meet regularly with representatives from the various referral agencies to discuss any concerns or additional needs identified for the clients served. Employees negotiate with other departments, agencies, and local industries for the needed services.

Budgeting - Employees prepare recommendations annually for space, personnel, salaries, and supplies based on the goals and expectations of the workshop, area mental health boards, Institutional administration, vocational rehabilitation, and social services. Requests for supplies/equipment/staff require the area director, area mental health board, or Institutional/facility administration approval. Positions have direct contact with local industries and merchants who may serve as a source for obtaining material needs.

Training - Employees are responsible for evaluating staff needs through input of program coordinators, identifying training resources, materials and monies needed to coordinate the necessary training. Employees may use the expertise of internal staff where available.

Setting Work Standards - Employees establish internal policies and procedures for the employment program regarding work standards affecting both client programs and activities, and the production

areas. Employees ensure adherence to the rules outlined in the program standard, State and local personnel policies, State and local mental health boards, Vocational Rehabilitation, and internal policies and procedures. Employees' supervisor may review and approve internal policies and any changes initiated.

Reviewing Work - Employees conduct frequent evaluations of both staff and programs through observation of various areas, meeting with lead workers and coordinators, reviewing reports records, and finished products for quality.

Counseling and Disciplining - Employees discuss any staff problems with lead workers and/or subordinates and initiate and follow through on the problem using the disciplinary procedures as established by the governing agency. Employees may delegate responsibility to section leader/coordinator and accept recommendations for staff dismissal. All final disciplinary actions may be reviewed by the supervisor (may be the area director, local mental health board, or institutional/facility director).

Performing Other Personnel Functions - Employees Interview applicants, review recommendations of lead workers/coordinators, and forward final recommendations to the area director local board or immediate supervisor for final approval; conduct employee evaluations prepare and rank list of staff recommended for merit raises and may make recommendations for any needed adjustment in the number of staff needed and salaries.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Program needs, procedures, and activities may require some regular changes based on the population being served and the methods of meeting the established goals for clients and for the overall employment program; however, most training programs are stable and long term. Periodic changes may be required to respond to funding changes and/or fluctuations of the local economic condition of the community which may affect the number of contracts.

Variety of Work Supervised - Employees direct the operations of an employment program with a variety of program components and activities which provide in-depth Individual programming with clients. The programs are centered basically around fundamental educational, socialization, vocational evaluation and work adjustment areas. Employees may be required to integrate other programs such as speech therapy into their operation. The programming components are interfaced with production areas which handle contracts in diverse areas such as assembly, sub-assembly, woodworking industrial sewing and other programs which may include hortitherapy, food service, janitorial and lawn maintenance, supported employment, operation of a thrift shop and sale of craft items.

Number of Employees Responsible For - 12 to 30.

III. EXTENT OF SUPERVISION RECEIVED; Employees are responsible and accountable for both quality and quantity of services provided to the client and for the finished product of the production area. Work may be reviewed on a weekly or bimonthly basis at established meetings and on an ongoing basis through reports forwarded for the supervisor's review. Major changes within the programs are approved by the area director, local boards or Institutional/facility directors.

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 assigned to other sites or satellite units.

V. RECRUITMENT STANDARDS:

A. Knowledges, Skills, and Abilities - Considerable knowledge of business management policies and procedures as related to the production area of population served. Thorough knowledge of federal and State guides for employment programs. Skill in supervising and conducting management functions. 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 six years experience in production trades, or related work that provides above knowledge and skills two years of which must have involved supervisory/management work and one year 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 three 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 two years of supervisory/ managerial 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 - Thorough 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 organizing and managing 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, a variety of service disciplines, and community agencies and industries. Ability to coordinate and supervise staff.

Minimum Training and Experience - Graduation from a four-year college or university with a degree in a human service field and three years of experience working with the developmentally disabled two years of which must have been in a supervisory/managerial capacity or 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 the 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.