

COMMUNITY EMPLOYMENT PROGRAM DIRECTOR III

Work at this level involves the administration and direction of the largest comprehensive employment programs for the developmentally and/or physically disabled clients with a wide range of program activities and components. Components may include assembly sub-assembly, specialized assembly food service, automotive, sewing, woodworking hortitherapy, job placement and follow-up, sheltered employment, work adjustment, vocational evaluation, personal/social adjustment, community living skills training, recreation adult basic education, and/or speech therapy. Work involves directing the procurement of contracts, supervision of satellite program units and establishing and maintaining varied program activities for physically, emotionally and/or developmentally disabled clients. Employees plan a system of service delivery to meet the ongoing needs of the employment program and direct the implementation of all programs and services. Work is differentiated from the Community Employment Program Director II by its significantly greater independence, larger size and greater variety and complexity of the programs, the greater number of clients and staff. Employees report to the area director or an institution/facility administrator.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees meet with Vocational Rehabilitation representatives, area mental health and developmental disability coordinators, social services representatives, local business and civic groups local industrial representatives, and internal program managers to review and critique programs, client and production needs, and identify various available resources to fulfill these needs. Annual and long-range broad goals are recommended to the area mental health board area director, or institution/facility administrator. Employees independently approve any organizational or personnel change that may affect the employment programs. These changes may be reviewed by the area director, mental health board, or institution/facility administrator. Employees are responsible for locating funding sources and directing grant preparation by the designated staff.

Organizing and Directing - Employees set priorities, using input from program coordinators and supervisors, and usually delegate the responsibility for making work assignments to subordinate staff. Employees direct the coordination of requests with various service units, the programs transportation system, and production and program schedules. Employees may meet with local community civic boards and groups to solicit funds, equipment, personnel, or contracts based on the ongoing need of the total program.

Budgeting - Employees review recommended budgets from the program coordinators and supervisors, develop a final recommendation on a fiscal budget for space, equipment, and supplies to the area director, mental health board or institution/facility administrator. Employees are responsible for the soliciting of funds through available grants and community enterprise.

Training - Employees delegate the determination of staff training needs and making the necessary arrangements for obtaining the training to program coordinators/supervisors; however employees are accountable for seeing that training is provided.

Setting Work Standards - Employees ensure the developing of internal policies and procedures on overall program services in conjunction with the program area coordinators/supervisors and ensure the adherence to the policies of the referral sources (employment program standards, vocational rehabilitation standards mental health, social services, local industry F.L.S.A) and the internal policy by all staff involved through program coordinators/supervisors.

Reviewing Work - Employees ensure that program mission is met and may delegate overall administrative and technical review of the program areas community referral sources, and other involved agencies. Accountability for overall quality and quantity of work on a daily basis is accomplished through the program supervisors and through frequent reports.

Counseling and Disciplining - Employees counsel and support subordinates supervisors in making recommendations for disciplinary actions according to the standards and procedures established by the governing agency. All final disciplinary actions are reviewed and approved by the area director.

Performing Other Personnel Functions - Employees review staff evaluations submitted by program supervisors and make final recommendations to agency director on merit increases and position and salary changes. Employees interview and select employees based on input from program supervisors and may submit selections to the area director or institution/facility administrator for approval.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Client needs, program needs, procedures and activities require frequent changes based on the broad population being served methods of meeting the established goals for clients and the overall program* and the multiple varied and changing contracts which require varied methods and production set-ups.

Variety of Work Supervised - Work is predominately administrative over a large innovative employment program providing a wide range of program components and activities to meet the needs of clients with a variety of disabilities. Examples of the range of activities within the various program areas: automotive activities may range from washing and vacuuming to making minor operational repairs; ABE - activities may range from learning the alphabet to completing GED, Comp Ed, and Drivers Education; production and assembly - activities may range from matching and sorting products to clean-room packaging of surgical supplies microfilming records, or the assembling and finishing of wood crafts. The program is established to provide a thorough range of activities and services for the clients referred. Employees supervise both professional and non-professional staff and usually delegate technical and some administrative responsibilities to other staff.

Number of Employees Responsible For - 25 to 60

III. EXTENT OF SUPERVISION RECEIVED: Employees function Independently in assigning staff and workloads reviewing program activities and production areas and coordinating the services with the appropriate agencies; meet periodically with the area director or institution/facility administrator for informational purposes, and may obtain approval for major changes.

IV. SPECIAL ADDED CONSIDERATIONS:

Supervision of Shift-Operations - Staff are assigned to work basically an eight to five schedule. Some employees, because of their program area (janitorial and recreation) may work second shift and/or weekends.

Fluctuating Work Force - Work force is basically stable, but may fluctuate due to funding changes or availability of on-going contracts.

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 the 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 of experience in production trades or related work that provides above knowledge and skills, two years of which must have involved supervisory/management experience and one year must have provided exposure to the population to be served; or graduation from a two-year technical school in industrial technology, industrial engineering, or business management 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, industrial engineering* or business management and two years of experience in supervisory/management work 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 disabled clients. 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 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 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/programmatic background.

Recruitment pattern B reflects the human services/programmatic 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 flexibility 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.