



POSITION TITLE: Director of Employment Services
DATE: May 2023

SALARY RANGE: as set by Letter of Employment	IMMEDIATE SUPERVISOR: President
THIS IS A: Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>	Hourly <input type="checkbox"/> Salaried <input checked="" type="checkbox"/>
Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	

GENERAL FUNCTION:
 Responsible for providing leadership for the employment services program. Overseeing the planning, organizing and directing of all related functions to meet goals.

SUPERVISORY RESPONSIBILITY: Supervise and direct the activities of the personnel in the Employment Services program.

- DUTIES AND RESPONSIBILITIES:**
- 1) Responsible for all programs in Employment Services. These include the following: Vocational Rehabilitation CRP, Employment and Community First, Pre-Employment Transition Services, Project Search, Supported Employment, Job Coaching, and Employment-Related Evaluation/Training.
 - 2) Responsible for strategic planning, organizing and implementation of current and new programs.
 - 3) Provide leadership for the delivery of employment-related services to ensure consistency of quality and quantity.
 - 4) Responsible to meet the goals of the program including service delivery, financial and growth.
 - 5) Provide oversight of job coach(es) and administrative staff to ensure quality and timeliness of job coaching, documentation, reports, billing, correspondence, and other administrative tasks.
 - 6) Ensure that STAR Center provides employment-related services for VR clients as outlined in the CRP Service Guide (this may include Trial Work Experiences, Vocational Assessment and Adjustment Services, Job Readiness, Job Development and Placement, Job Coaching, Supported Employment Services, Customized Employment Services, and/or Individual Placement and Support Services).
 - 7) Provide oversight of PreETS, ensuring STAR Center adheres to guidelines as detailed in the PreETS Guide and maximizes usage of allotted funds to reach the maximum number of service recipients.
 - 8) Provide leadership for and oversight for ECF and all services of employment-related.
 - 9) Encourage cooperation between team members and emphasize work objectives and explain the connection of tasks and services.
 - 10) Cultivate and maintain positive, on-going relationships with persons connected to programs and members, employers and organizations in our community.
 - 11) Display effective leadership skills and provide opportunities for personal and professional development of staff.
 - 12) Research and pursue additional opportunities within all areas of employment-related evaluations and services.

- 13) Establish and maintain policies and procedures governing service delivery, documentation, reporting, and oversee to ensure adherence.
- 14) Other duties as may be assigned.

KNOWLEDGE AND REQUIRED TRAINING: The person filling this position must have demonstrated the highest level of skill and experience at a manager or director level with experience in disability services. Must possess a Bachelor's degree and must have 3-5 years of experience in a position of planning, executing and leadership. Must possess or be able to obtain designation as a Certified Employment Support Professional (CESP) from the Association of People Supporting Employment First (APSE) within 6 months. Must possess or be able to obtain a National Certificate of Achievement in Employment Services from the Association of Community Rehabilitation Educators (ACRE) within 6 months. Must possess those personal attributes which are conducive to functioning at the highest level of executive responsibility in a complex, multidisciplinary agency. Must demonstrate an ability to participate in problem-solving activities, personnel interactions, interfaced with comparable professionals in similar agencies and appropriate professionals or administrators in other interfacing agencies.

PERSONAL RELATIONSHIPS: The person occupying this position will be required to interact effectively on a day-to-day basis with a wide variety of professional and non-professional individuals operating both within and outside of the agency. This person will be required to maintain effective relationships with staff of the Center and staff of other agencies, particularly vocational rehabilitation. In addition, must be able to relate effectively to the consumer public and must generally exhibit a high degree of social skill and competence. This individual should exhibit a high degree of task orientation coupled with flexibility, personal assertiveness, decisiveness, and administrative ability. Tact, insight, emotional stability, and social maturity are prerequisites for the individual occupying this position.

PHYSICAL DEMANDS: Sitting at desk/computer several hours. Time spent walking, and occasionally standing or climbing. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

WORK ENVIRONMENT: General office environment. Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Signature: _____ Date: _____