

TITLE Day Services Program Manager – Supported Employment

DESCRIPTION The Program Manager- Supported Employment will have the responsibility of assisting with overall operation of the Supported Employment program which includes both people and financial resources.

This program offers innovative, Division of Developmental Disabilities, Medicaid-approved Day Services, and DORS Pre-ETS Services that allow each individual to realize and attain their fullest potential. The Program also provides services to Division of Rehabilitation Services which includes Pre-Employment Transition Services & Adult Vocational Rehab Services. In all of these different programs, services are provided to people 14 and older, with a variety of support need. Individuals acquire the skills and experience needed to participate in the community, achieve person-centered goals and outcomes, and work towards employment.

The Program Manager will also be responsible for ensuring appropriate services are delivered in the most cost efficient and effective manner while ensuring quality and compliance with all agency, state, federal, and regulations specific to program(s). This is an exempt position. The person in this position also participates in a Rotating On Call Responsibilities for the Dept.

POSITION REQUIREMENTS Position requires an AA Degree OR 60 college credit hours and two (2) years of relevant experience and knowledge of the IP process. BA Degree preferred. Minimum of one (1) year of experience in a supervisory management position directly supervising staff required. However additional experience in this field may be substituted for education.

The successful candidate will also need to:

- Attend ACRE training for Customized Employment, and obtain or already have CESP certification which is a required for this position.
- Be 21 years old or older
- Possesses a valid driver's license for at least two (2) years, not counting any time on a learner's permit; and has a good driving record.
- Attend our new hire training M-F 8:30 am - 5:00 pm for the first two weeks.
- Pass a basic reading comprehension and math test, a background check, and pre-employment screenings which include a drug screen and physical/fitness test.
- Be physically fit in order to lift and transfer at least 50 pounds
- Have the ability to provide direct care and implement proper restraint techniques to ensure the health and safety of the persons served.

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.