



**Job Title:** Director, Employment Services  
**Department:** Employment Services  
**FLSA status:** Exempt  
**Reports to:** Senior Director of Adult Supports  
**Salary Range:** \$75,000 - \$80,000 per year  
**Essential Status:** Essential

**Position Summary:**

The Director of Employment Services is responsible for the growth, development and day-to-day functioning of Employment Services Departments; the supervision of the staff within those departments; and acting as a liaison with other programs and supporting departments as well as outside organizations and stakeholders representing The Arc NCR's Employment programs.

**Position Responsibilities:**

In a manner consistent with supporting The Arc NCR Mission Statement the Director, Employment Services shall do the following:

**Quality Support**

- Oversees operations within the Vocational program and ensures compliance with local, state and federal regulations, and accrediting bodies.
- Provides emergency response capability to meet programmatic needs.
- Develops department structures and procedures in accordance with agency strategic plan
- Assists with the development and implementation of new programs; identifies grants and other funding sources; participates in fund-raising and grant writing activities as needed.
- Knows and understands the career and education related concerns of the people supported by knowing the person(s) vocational and educational interests and supporting activities that produce the desired vocational and educational outcomes.
- Manages effective and efficient Vocational Services by ensuring completion of person centered plans (PCP) and plan reviews in a timely, appropriate and effective manner, and ensuring the achievement of PCP outcomes and services with effectiveness and efficiency of agency and community resources
- Provide, implement, and maintain a system for continuous quality improvement
- Attend and participate in external community meetings and activities to keep informed of current trends and developments in the field and provide feedback.
- Completes, maintains, and submits required reports, outcomes, and other documentation in a timely manner.
- Maintains a strong working relationship with external stakeholders, especially external employers.
- Continually maintains an Employment First philosophy.



## **Financial Excellence**

- Works effectively and cooperatively with the Finance Department to ensure agency policies and procedures are followed and budgetary goals are met related to the financial responsibilities of the employment services
- Assists in the development of program budget; regularly monitors annual program budget to ensure program costs do not exceed budgetary constraints.
- Keep programs within budgeted expenditures and develop programming and structure that ensures budgeted revenues are obtained.
- Other duties may be assigned

## **Essential Skills and Competencies**

To perform the job successfully, an individual should demonstrate the following skills and core competencies:

### **Core Leadership Competencies:**

- Staff supervision, training, and development
- Staff recruitment, selection, and hiring
- Leadership, professionalism, and self-development
- Service Management and quality assurance
- Promoting professional relations and teamwork
- Advocacy and public relations
- Cultural awareness and responsiveness

### **Education, Training and Experience:**

- Bachelor's Degree in Human Services or related field **required**; Master's degree preferred
- Five (5) years of experience working with people with differing abilities **required**
- Five (5) years of experience in a senior leadership role **required**, in the Vocational Services field preferred.
- Budget, compliance, and policy writing experience **required**
- Fluent in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook, etc.) **required**