



Celebrating 35 Years of Dedicated Service

Job Description

Job Title : Employment Services Manager
Salary Range: 30,000 – 40,000
Department : Community Integration & Employment Services
Exempt : Yes

I. SUMMARY STATEMENT

- a. Under the direct supervision of the Director of Community Integration and Employment Services and the Chief Executive Officer, the Employment Services Manager is responsible for developing job site enclaves or individual placements in the community, maintain and foster relationships with employers, and evaluating strengths, limitations and opportunities for improvement as well as developing measurable goals of each participant.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

- a. Ensure the hiring, training, development and performance of highly qualified professional staff
- b. Plan, implement, evaluate and improve the Employment Services program protocols and outcomes
- c. Conduct an eligibility for services assessment of all prospective participants to determine appropriateness in the program
- d. Maintain program operations in compliance with grants and contracts assuring goals and objectives are met
- e. Maintain and develop new relationships with employers marketing the agency and increase placement opportunities
- f. Conduct bi-annually program participant file reviews ensuring relevant data is included and up-to-date (medical, psychological, vocational, etc) and program participant time studies
- g. Coordinate with various referral agencies and ensure the timely completion of the client's intake package
- h. Actively participate in the agency safety committee and ensure the agency is adhering to the internal as well as state and federal safety standards (ex. CalOSHA)
- i. Attend the agency's Board of Director's meeting when asked by the CEO or Director of Community Integration & Employment Services
- j. Maintain, promote, and enhance the mission and vision of ARS
- k. Oversee and maintain the Employment Service's annual budget ensuring the appropriate allocation of financial resources as well submitting all contractual billing on time

ARS, Inc.

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- l. Serve as a spokesperson for the organization
- m. Type and submit monthly, quarterly, and annually reports to the Director Community Integration & Employment Services and Chief Executive Officer
- n. Type and submit monthly billings, invoices and reports to state and federal funding sources
- o. And other duties as described

III. SCOPE OF SUPERVISORY RESPONSIBILITY

- a. The Employment Services Manager is responsible for the direct supervision of the job coaches and job developers
- b. Assist with the supervision of clients
- c. Oversight of both current and future employment related programs and services (which includes but not limited to, Supported Employment, Job Club, and Ticket-to-Work)

IV. QUALIFICATIONS (SKILLS/KNOWLEDGE & ABILITIES)

- a. Bachelors of Arts and/or Sciences degree from an accredited university with an emphasis in education, psychology, behavioral science or related field preferred
- b. Four or more years experience working in a supervisory position with three or more years experience working in the non-profit field with a majority spent working in the disability community and/or education/employment training field
- c. Must be able to work with people of diverse cultural, educational, social, and economic backgrounds
- d. Ability to communicate effectively with others in one or all of these formats: visual, auditory, and/or written
- e. Ability to work flexibly in a team environment with the ability to deal with simultaneous, multiple projects and responsibilities
- f. Bilingual or Multilingual capabilities is preferred

V. ENVIRONMENT/SPECIAL CIRCUMSTANCES

- a. The Employment Service Manager holds an exempt status; therefore, is expected to work as long as it takes to complete assignments
- b. Travel on weekdays and weekends to off-site meetings, events, conferences, functions, etc can be expected

ARS, Inc. is an equal employment opportunity employer and adheres to hiring practices in accordance with federal and state statues

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