



## **PROGRAM MANAGER - SUPPORTED EMPLOYMENT PROGRAM**

### **Job Description**

**Reports to:** Executive Director

**Supervises:** Job Coaches

**Status:** Exempt

**Timebase:** Full-time

#### **DUTIES AND RESPONSIBILITIES:**

- Responsible for the Supported Employment Program utilizing a Person-Centered approach.
- Develops, implements and monitors Job Development Profile, Service Plan and Individual Habilitation Service Plan, as well as ensuring the timely completion of all progress reviews and reports.
- Develops and implements marketing/job development strategies as directed by each consumer's job development profile and service plan.
- Develops training and support strategies to maximize consumer job performance, independence and/or participation to increase consumer satisfaction in their employment situation.
- Responsible for supervising, hiring, training, and supporting job coaches.
- Organizes and reviews assessments of each consumer's needs and desires for employment and job support. Supervises the process of matching appropriate employment options to the consumer's abilities and desires for employment.
- Develops and monitors service processes and procedures to ensure compliance with CARF standards.
- Informs consumers and their support systems about DPAC services, entrance and exit criteria and agency grievance procedure and appeal process.
- Provides information and advocacy regarding possible effects of employment on a consumer's public benefits (SSI, SSDI)
- Acts as a case responsible person.
- Acts as liaison between DPAC and other state and local agencies (e.g. Regional Center, Social Security, Department of Rehabilitation, etc.)
- Other duties as assigned.

#### **AT ALL TIMES:**

- Participate in staff meetings as required.



- Recognize and report suspected dependent abuse.
- Respects the privacy of participants and maintains confidentiality of information (As per HIPAA guidelines) obtained in the course of professional services.
- Respects clients rights.
- Minimizes health, safety and any other risks to the well being of participants.
- Fosters maximum self-determination on the part of participants.
- Comply with current agency performance standards.
- Represent the organization to visitors and the community as needed.
- Maintain a professional attitude, working cooperatively with other staff, consumers and members of the community.
- Maintain confidentiality of consumer information as required by law and agency policy.
- Monitor the whereabouts of consumers for whom you are responsible throughout program day.
- Communicates effectively and proactively with the Executive Director regarding participants' issues.
- Maintain a professional manner in all aspects of the job, both on and off site.
- Function as a suitable role model for consumers.
- Maintain punctuality, reliability, and ethical practices.
- Demonstrate an understanding of the program mission by applying key values and principles in the daily work setting.

#### **MINIMUM REQUIREMENTS:**

- At least 2 years' experience working with intellectually disabled adults.
- At least 1 year as a supervisor or manager in a human services agency.
- Is fluent American Sign Language. Familiar with PEC system, and/or other visual, tactile tools effective in the working environment.
- Demonstrates the ability to work effectively on a multi-disciplinary interagency team & cooperatively with diverse external collaborators. (Parents, Regional Center Case Managers, Department of Social Service Staff, Department of Rehabilitation staff, etc.)
- Shall be knowledgeable of the physical, mental health and social needs of adult with developmental disabilities and who are deaf or blind.
- Knowledge of Regional Center System and Lanterman Act and ADA.
- Experience in non-aversive behavior management techniques. Must be certified in CPI within 30 days of employment.
- Ability to obtain TB clearance, current certification in CPR and first aid, valid California driver's license, clean DMV printout and provide current automobile insurance.
- Must pass DOJ and FBI fingerprint clearance.
- B.A or B.S degree in Human Services or similar field of study.

#### **Salary commensurate with training and experience**

Last revised: 1/2023