



## **JOB ANNOUNCEMENT**

**Job Title: Manager of Employment Services**

**Reports To: Director of Intellectual/Developmental Disabilities Services**

**Classification: Full-Time**

**Status: Non-exempt**

**Grade: 5**

### **Summary:**

Under the supervision of the Director of Intellectual/Developmental Disabilities Services, the Manager of Employment Services will be responsible for the development and operation of employment services. The manager will be responsible for the supervision of all staff, and their training and development, in Supportive Employment through OPWDD and ACCESS-VR.

### **Responsibilities:**

- The manager works in collaboration with the leadership team and employment/ staff on implementation of staff action plans.
- The manager is responsible for completion of Monthly Summary reports and functional assessments for individuals utilizing the service.
- Reviews and updates Staff Action Plans, to meet regulatory body guidelines at least twice yearly or as needed or requested by the Individual.
- Evaluate the effectiveness of plans through monthly summary reports and functional assessments.
- Completes and maintains all records in accordance with the standards of regulatory agencies governing the operation of CPGR.
- Meet with Supervisory team on a regular basis for exchange of information, brainstorming, and problem solving.
- Participates in the team decision-making process and carries out decisions consistently.
- Presents a positive and professional public image. Is polite and professional with all people in daily interactions.
- Adheres to Agency & Program policy and procedures and serves as a role model for other program staff.
- Achieves program and department goals by performing other responsibilities as required.
- Maintains confidentiality of all protected health information in accordance with agency policy
- Participates in quality and fiscal program audits, implementing recommendations, as needed.
- Other duties as assigned by management.

### **Physical Elements**

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 functions.

- Must be able to physically perform the basic life operational skills of stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, hearing, and running.
- Must be able to perform light work exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to perform extensive reading, monitor children's activities, and complete records.
- Must be able to occasionally participate in sports and physical activities.
- Employees may be required to travel short distances.
- Cognitive capabilities are needed for objective analysis of variable situations.

**Qualifications:**

Bachelor's degree in Education, Social Work, Human Services or related field required. One year experience working in a diverse population with people performing case management skills. Valid and clean NYS driver's license and clean driving record required.

- Must have experience working in Supportive Employment and or ACCESS VR.
- Must have demonstrated interpersonal skills.
- Must have demonstrated organizational skills
- Must have excellent oral and written communication skills.
- Must have computer literacy skills and a demonstrated ability to adapt to new computer software.
- Must be cleared through an Employee background fingerprint Criminal History Review, the NY State Central Registry, SEL Notice and a Mental Health background check. Requires a valid driver's license and ability to pass a driving background check and/or have access to reliable transportation.

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