

Employment Director

Classification: Salaried, Exempt
Reports to: Chief Executive Officer (CEO)
Location: Milton-Freewater

Job Description

Objective

The Horizon Project Inc. (HPI) Employment Division Manager will oversee the company's Integrated Employment and Day Support Programs along with direct oversight of the Employment and Day Support Programs in Milton-Freewater. HPI's Employment Division works with the State of Oregon's Employment First program, Umatilla County Community Developmental Disabilities Program (CDDP), Oregon Vocational Rehabilitation, and local partners to expand community based employment opportunities for adults with Intellectual and Developmental Disabilities. As the Employment Director, he/she will act as the primary expert within the company regarding the Oregon Administrative Rules for Employment and Day Support Activities.

Essential Responsibilities and Duties

Administration and Business Development

- Oversees and implements new policies and procedures to facilitate improved division operations in light of industry best practices, including identifying and implementing efficient systems for tracking and billing staff time and tracking client outcomes.
- Coordinates contract procurement and requirements relative to vocational and employment activities with the appropriate agencies.
- Assists with grant development for vocational and employment programs, as needed.
- Networks with business leaders, higher education institutions, and state and local public sector partners to increase employment opportunities for persons with disabilities.
- Oversees the development of employment and volunteer opportunities for persons with disabilities (Job Development). Establishes throughout the division consistent methods of Discovery and Job Placement that include surveys of potential job openings, site visits, and interviews with potential employers and participants.
- Cooperates and coordinates with State and other inspections and investigations overseeing the Employment Division Certification process.
- Assures documents are filed correctly and consistent with Employment First and State of Oregon Certification Requirements.
- Participates as an active member of the Leadership Team, assessing ways to improve services and outcomes across the company.
- Completes other duties as assigned.

Personnel Management

- Manages and coordinates the community-based vocational and employment division for HPI, ensuring that the division staff are knowledgeable of and adhere to the OARs for Employment and Day Support Activities.
- Directly supervises Employment and Day Support staff in Milton-Freewater and oversees Employment Managers in Pendleton and Hermiston. Includes supervision, evaluations, and direct support as needed to the team: supporting, coaching and facilitating the development of each staff member's knowledge, abilities and skills. Works with Milton-Freewater Site Manager to determine transportation/vehicle scheduling.

- Provides timely and specific feedback, guidance and training to help team members reach goals and objectives. Assists Employment Managers to or directly corrects errors, trains staff to procedures and reports findings to supervisor.
- Provides counseling and/or progressive discipline as needed. Completes documentation and gains approval by HR and supervisor before proceeding.
- Directly approves employee time cards at the end of every pay period in a timely manner and prior to the deadline established by Payroll.
- Fills in and completes job duties in the absence of the Employment Manager for Pendleton or Hermiston, due to vacations, sickness, or any other absence(s), as needed.

Qualifications

The Ideal Candidate will have the following qualifications:

- Must be organized and possess the ability to prioritize tasks and multi-task.
- Must be able to work with minimal supervision and be highly self-directed.
- Must possess excellent verbal and written communication skills; ability to read and write professional reports, business correspondence, and procedural manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Proficiency in Microsoft Products required for completion of daily tasks.
- Must have five (5) years previous management experience.
- Experience working with people with intellectual or developmental disabilities is desirable but not required.
- Must be able to obtain necessary certifications.
- Bachelors of Arts or Bachelors of Science in Communications, Marketing/Public Relations, Business or Public Administration/Management, or Human Services or related field; Masters degree desirable.
- Previous experience in job placement, job coaching, job development or transferable skills within general Employment or Training/Education fields is desirable.

Work Schedule

The typical work schedule is Monday – Friday 8 am to 4 pm. Schedule may vary to meet client and business needs. It is the attendance standard of the employer that all employees are present and on time for each work shift that they are scheduled to work. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency, or vacation.

Physical Demands

The physical demands of the job may include moving from location to location – such as when you are providing training, monitoring, or providing employment related activities. Must be able to lift (using approved techniques and procedures) up to 50 pounds.

Work Environment

This is primarily an office job; however, it will involve interaction with intellectually and/or developmentally disabled individuals which can result in physical contact and/or verbal exchanges.

Other Requirements

All positions with Horizon Project, Inc. require that the employee have and maintain a valid driver license; be insurable by Horizon's auto insurance carrier; and, meet and maintain driver eligibility standards as outlined in Horizon Project's Employee Handbook.

Successful completion of organized in-service training provided by the employer, Job Developer/Job Coach certification, and completion of state training regarding the Individual Support Plan (ISP) system may be required.

Acknowledgement



I have read and understand the above job description and agree to perform the job duties to the best of my ability.

Employee Signature: _____ Date: _____

Employee Name Printed: _____

I have reviewed the job description with this employee.

Supervisor Signature: _____ Date: _____

Supervisor Name Printed: _____