

Employment Manager

Classification: Salaried, Exempt
Reports to: Associate Director
Location: Pendleton, OR

Job Description

Objective

Responsible for the development and implementation of an Employment Path and Day Support Programs. Facilitates the coordination with residential and employment programs, and the client team to ensure that each client achieves success.

Essential Responsibilities and Duties

- Develop the Employment Program with the goal to obtain community jobs for clients.
- Gain an understanding of each client's employment goals and potential.
- Nurture cooperation between residential and employment programs to support each client's successful employment.
- Review and assure attendance records of Employment and Day programs for accuracy on billing forms.
- Directly supervise Job Developer, Job Coaches and Day Support staff.
- Individual Support Plans (ISP) and attend client ISP meetings.
- Complete change forms with updated protocols and ISPs for Day Support clients.
- Keep up to date on all Employment Transmittals from the State of Oregon and other Employment information.
- Attend Employment First conferences, meetings, and training workshops.
- Maintain ongoing relationship with Employment First and other agencies providing employment services for disabled adults.
- Provides information about Horizon Project to various businesses, schools, chambers of commerce, and committees; updating as needed.
- Conducts regular employment meetings for staff and clients.
- Provides daily scheduling and transportation for client in the Employment Program.
- Participates in the hiring process for employment staff.
- Regularly communicates with supervisor and participates as member of the management team.
- Provide time sheets to payroll department for Day Support program staff and job coaches.
- Monitors documentation and tracking of client participation in activities using THERAP.
- Provides job coaching, job development, and Discovery as needed.
- Works with Employment and Day Support staff to provide training experience for clients.
- Works independently without direct supervision
- Communicates with staff, clients, client families, and the public.

Qualifications

Qualified candidates:

- Must be organized.
- Must possess the ability to prioritize tasks.
- Must possess excellent verbal and written communication skills.
- Must have previous management experience and/or experience working with intellectually or developmentally disabled adults
- Must be able to obtain necessary certifications.
- Preference given to candidates who have previous experience in job placement, job coaching, or job development.

Work Schedule

The normal work schedule may vary due to individual client work schedules or in some cases, temporary programming due to weather emergencies. 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, and Job Coach certification and completion of state training regarding the Individual Support Plan (ISP) system is 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: _____