



**-VACANCY NOTICE-  
POSTING PERIOD: 10/12/2018 – 10/26/2018**

**Applications are being accepted for the position listed below during the Posting Period and beyond if not filled within 2 weeks of the end of the posting date.**

**POSITION: Employment Services Manager**

**PROGRAM:** Employment Services

**POSITION START:** Immediate

**FLSA STATUS/CALENDAR:** Full-time/ Exempt

**DESCRIPTION:** Under the supervision of and in cooperation with the Director of Programs and Services, is responsible for supervision and coordination of Holy Childhood's Employment Services for people with developmental/intellectual disabilities. This includes OPWDD Supported Employment, Pathway to Employment, and ACCES-VR services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversee all program operations to ensure compliance.
- Supervise staff responsible for the day-to-day activities of the Employment program.
- Responsible for intake and discharge of individuals.
- Ensure staff receives all necessary training to meet the function of their positions.
- Oversee required regulatory paperwork to ensure compliance with OPWDD, OMIG, Medicaid and ACCES-VR regulations.
- Establish and maintain cooperative relations with other staff, families and agencies for successful delivery of employment services. (OPWDD SEMP, Pathway to Employment, ACCES-VR)
- Preparation, submission, and maintenance of accurate reports for funding sources.
- Monitor participant program hours and apply for extensions as required.
- Monitor input in Employment Tracker, the Community Partnership Map, and provide assistance to staff, as needed.
- Develop process and monitor program utilization
- Provide accurate data to assist the Director with the development of budgets for assigned programs.
- Monitor expenses.
- Develop program outreach and public awareness materials.
- Recommend program modifications for continuous improvement of services.
- Demonstrate initiative in fulfilling performance responsibilities and duties.
- Maintain current knowledge of laws, regulations, and policies in the assigned area of responsibility.
- Attend all required OPWDD and ACCES-VR training and meetings.
- Must be sensitive to the cultural diversity of others and facilitate trusting relationships and partnerships with board members, volunteers, vendors, and co-workers.
- Other duties may be assigned.

**QUALIFICATIONS:** At least 3 years directly supervising programs and/or services for people with developmental disabilities with at least 1-3 year of experience working with the Supported Employment program. A candidate who meets this qualification, along with additional experience working with the ACCES-VR program, is strongly preferred.

Bachelor's Degree from an accredited college or university with specialization in vocational counseling, psychology, social work, education, or related areas. QIDP Status is required. The Employment Services Manager must have the ability to effectively lead a team, must be competent and proficient with current technological methods and must have exemplary communication, training, organizational and facilitation skills.

***Please send cover letters and resumes to:*** Human Resources-Holy Childhood-100 Groton Parkway-Rochester, NY 14623- (585) 359-3710 – [employment@holychildhood.org](mailto:employment@holychildhood.org)

Holy Childhood is an Equal Opportunity Employer and does not discriminate on the basis of race, age, color, religion, sex, marital status, sexual orientation, veteran status, national origin, or any other characteristic protected by law.

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*Our mission is to prepare children and adults with developmental disabilities for maximum independence and integration in the community through individualized programs and services, in keeping with the philosophy and vision of our founders. We are dedicated to serving our people in an atmosphere of dignity and compassion.*