



- VACANCY NOTICE-

POSTING PERIOD: 09/17/2018 - 10/05/2018

POSITION: Day and Employment Services Assistant Manager

PROGRAM: ADTP/SEMP

WHEN: Immediate

FLSA STATUS/CALENDAR: Non-Exempt - Full-Time 12 Month

DESCRIPTION:

The Day and Employment Services Assistant Manager works under the direction of the Day and Employment Services Manager to assist with all aspects of Day and Employment program operations. The Day and Employment Services Assistant Manager will ensure compliance with all regulatory agencies, and policies and procedures of the program and the agency.

RESPONSIBILITIES:

- Tracking timely completion of all SEMP services and reports any variances to Day and Employment Services Manager.
- Review schedules and billing tracker documentation in preparation for weekly billing submission.
- Review and approve daily and monthly documentation and insure adherence to deadlines in preparation for weekly billing.
- Monitor all input in Employment Tracker and provide assistance as needed under the direction of Day and Employment Services Manager.
- Maintain confidentiality and follow Agency policies for protecting the health, safety, and wellbeing of individuals.
- Participate in the continued improvement of supported employment services through assessment, data collection and action planning, per the SE Benchmarks.
- Provide caseload responsibilities as needed to ensure continuity of services to individuals we serve.
- Initiating contact and coordinating with community partners to develop work opportunities for individuals we serve.
- Process intake referrals and provide services to individuals until they are transferred to Employment Specialist or Job Coach's for continued service.
- Establishing and maintaining cooperative relations with other staff, families and agencies for successful delivery of employment services. (OPWDD SEMP, Pathway to Employment, ACCES-VR)
- Communicating effectively with parents/guardians, community partners, employers, and staff.
- Demonstrating initiative in fulfilling performance responsibilities and duties.
- Maintaining current knowledge of laws, regulations, and policies in the assigned area of responsibility.
- Follow the auditing schedule to insure compliance with all quality and billing standards as per OPWDD and Federal guidelines.
- Attend and participate in all mandatory training, in-services, and staff meetings.
- Perform all other duties may be assigned.

QUALIFICATIONS:

Bachelor degree in a Human Service field preferred. High School Diploma or GED required. One year of previous experience working with individuals with developmental disabilities in a supported work environment. Must be highly organized (excellent time management) and able to work well independently and as part of a team. Need strong verbal and written communication skills and ability to interact effectively with diverse stakeholders. Need strong analytical skills and be a creative problem solver. Must have excellent communication skills (verbal and written); Problem solving skills, strong organizational skills and the ability to effectively manage multiple tasks/projects. Must be able to lift, push, and pull 50lbs

Please send cover letters and Internal Application to: employment@holychildhood.org

The School of the 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.

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.