

**POSITION: EMPLOYMENT SERVICES MANAGER**

CLASSIFICATION: Exempt (Salary)

REPORTS TO: Program Director

DATE UPDATED: November 10, 2016

**POSITION SUMMARY:**

The Employment Services Manager is a key position and must ensure quality customized community support individual/group and community integrated employment opportunities will be provided in accordance with all applicable regulations, policies and procedures (Navajo Nation, DD Waiver program, Office of Environmental Health). Will collaborate with ancillary services (Physical therapy, Occupational therapy, speech language pathology, behavior support, nutrition) to ensure consumers' needs are addressed. Responsible to be familiar with the CCRC Inc. Policy and Procedures manual. The Employment Services program operates daily from 6am to 4pm, six days a week.

Ensures employers adhere with the American with Disabilities Act (ADA) requirements by advocating for reasonable accommodations, and work place modifications for consumers. Will provide positive support and be a resource to fellow coworkers to promote team work while upholding CCRC's mission and vision.

Manages the Employment Services Instructors (Instructors) in providing quality supports in the areas of socialization, interpersonal relationships, communication, citizenship, recreation, leisure and employment to increase or maintain consumer's personal growth and independence.

**SPECIFIC DUTIES:**

1. Ensures and assists in the development of the Person-Centered Assessments of consumers with the employment services Instructors to determine consumers' strengths and needs to justify the service.
2. Serves as an Interdisciplinary Team (IDT) member for all consumers receiving Customized Community Support Group/Individual and Community Integrated Employment Group/Individual and attend meetings regarding consumers.
3. Employment Services Manager will offer alternative options (trial work opportunities, career exploration) that may lead to employment.
4. Coordinates with the agency nurse for training and oversight for consumers with health related supports on health care plans and to implement physician orders during the day. Such as Health Care Plans (HCP), Comprehensive Aspiration Risk Management Plan (CARMP) and Medical Emergency Response Plans (MERPs).
5. Ensure consistent implementation of written direct support instructions (WDSIs) by providing support or instructions of therapy plans (Speech Language Pathologist, Physical Therapist and Occupational Therapist, and Behavioral Support Consultant).
6. Will review the Medication Administration Record (MAR), PRN (as needed), Short Term MAR, and the Controlled Drug Record to ensure consumers receive their prescribed medication and to minimize medication errors.
7. Prepares outcomes and actions steps for all consumers receiving Customized Community Supports Group/Individual and Community Integrated Employment Group/Individual services as agreed upon in the Individual Service Plan (ISP) meeting.

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8. Responsible to review "Time-In & Out" documentation for accuracy and submit to the internal case managers by the last day of each month.
9. Responsible to review the Teaching and Supports Strategies, Semi-Annual Reports and Quarterly Reports for accuracy and completeness.
10. Manager will monitor and review program files to check reporting and documentation of the case file matrix required for any upcoming audits or external case managers' reviews (monthly).
11. Ensure that staff are planning and organizing meaningful activities (i.e., cultural events, rodeo/fairs, parades, socialize with friends, Special Olympics, shopping, vacation, etc.) according to the consumers' outcomes and choice of activities.
12. Employment Services Manager will collaborate with the Human Resource Manager to fill vacancies and request for job announcements; with a new hire, manager will complete a reference check and interview for qualified applicants who cleared through the Human Resource Manager; will present potential applicant for hire to the Executive Director for final approval; will ensure that new staff is properly orientated.
13. Develop and submit Quarterly Board Report using Microsoft Power Point.
14. Be a team leader for the Employment Services Department when developing and
15. Develop and implement Employment Services Department annual budget.
16. Employment Services Manager will ensure compliance with the Individual Specific Training (IST) for staff in accordance with the IST policy annually and within 30 days of hire for new employees and/or reassignment.
17. Employment Services Manager will ensure shift exchange is carried out on a daily basis and documented on a communication log.
18. To promote teamwork, be a mentor and coach Employment Services staff on a daily basis.
19. Employment Services Manager will conduct an annual employee performance evaluation for staff according to CCRC Inc. Policy and Procedure and develop goals and recommended training for to promote staff development.
20. Will schedule monthly staff meetings to review and inform Employment Services staff on current/updated standards/regulations, changes in support services, sponsored events, emergency protocols and other CCRC Inc. policies and procedures necessary so staff can perform responsibilities efficiently.
21. Monitors Employment Services Department inventory of supplies for janitorial, agriculture, food services, vending, computer lab and arts department.
22. Will review and approve all electronic requisitions (EREQ) regarding the Employment Services Department and submit to the Executive Director for approval.
23. Employment Services Manager will ensure there is staff coverage and will be trained and prepared to work as a direct support staff as needed within the Employment Services Department.
24. Ensure that all receipts (consumer requests, EREQ purchases and credit cards) are submitted back to finance department at the end of the day in accordance to Finance policy.
25. Review of the prior authorization (PA) listing on a weekly basis. Will ensure documentation of services (attendance sheets) match the service units for customized community support group/individual and community integrated employment group/individual billing.
26. Will conduct the direct support staff interview once a month with all staff using the Department of Health Improvement (DHI) interview tool to ensure staff competence.
27. Employment Services Manager will ensure that the various Employment Services work sites/buildings are in compliance with Office of Environmental Health (OEH) and Developmental Disabilities Waiver service standards by conducting monthly facility inspections, emergency drills and food handler certification for staff.
28. Will collaborate with the day habilitation manager to submit State Employment Leadership Network (SELN) quarterly report to Developmental Disabilities Service Division (DDSD).

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29. Employment Services Manager will follow up on all reported incidents of abuse, neglect, exploitation, environmental hazard, suspicious injury to ensure the safety and well-being of the consumers' and attend all Incident Management meetings for all consumers.
30. Is a member of the Admissions Committee and Incident Review Committee.
31. Oversees the efficient operations of the Vending Department, Janitorial Department, Agriculture Department, Arts Department, Brimhall Post Office, CCRC Inc. Café and Computer Lab.
32. Responsible for maintaining business relationships with the farm board committee, Division of Vocational Rehabilitation (DVR), Division of Economic Development (DED) Capital Outlay Coordinators, Navajo Nation Business Regulatory Commission, and legislative representatives on the behalf of CCRC, Inc.
33. Oversee money management of consumers with staff in accordance to Finance Policy and Procedures.
34. Will collaborate with CCRC Finance department to receive enterprise revenue reports at year-end.
35. Delegated by the Executive Director to conduct an internal investigation regarding alleged abuse, neglect, exploitation, suspicious injury and other reported incidents. Document summary of incident and forward to Executive Director for review.
36. Assist and ensures Employment Services staff are informed of the process relating to the Supports Intensity Scales (SIS) assessment.
37. Is responsible to maintain the floor site plans of CCRC's enterprise worksites to ensure readily available for Office of Environmental Health (OEH) requirements; building codes; Navajo Nation regulations; and electrical schematics.
38. Understanding the operation of all agriculture equipment, such as chain saw, farming plow, log splitter, John Deere tractor etc.

**QUALIFICATIONS:**

1. Bachelor's Degree in Education, Human Services Field or High School Diploma or GED plus four years work experience in rehabilitation or related field with one-year supervisory experience.
2. Ability to supervise and provide leadership to staff working in the setting.
3. Able to work in a flexible schedule i.e. evening and weekend hours.
4. Valid Driver License
5. Must be able to lift 40lbs and be in good physical condition
6. Must pass the Caregivers Criminal History Screening Clearance
7. Must pass the Employee Abuse Registry Clearance

**SALARY RANGE:** \$40,337.37 - \$66,015.66 per year, depending upon experience.