

Easterseals Washington

Position Description

Job Title: Program Director

Department: Workforce Development

Supervisor: Vice President of Programs or as assigned

Job Summary: The Director of Workforce Development provides supervision, leadership, financial management, marketing and facilitation of the Easterseals Employment and Community Inclusion Programs that exist to meet outcomes in the lives of adults and transition students with disabilities. The Director may supervise one or more geographic areas.

DUTIES AND RESPONSIBILITIES:

1) Management:

- Recruit Employment Consultants and other direct service staff for the assigned Workforce Development offices.
- Provide for supervision, training, and continuing education of staff.
- Represent the program to all funders, participants, and stakeholders.
- Maintain personnel records needed to meet state and county contractual requirements.
- Provide guidance and discipline in accordance with Easterseals Washington Personnel Policies.
- Schedule staff according to program needs and budgetary guidelines.

2) Program Development:

- Ensure maximum program utilization, outcome achievement, and high-quality standards.
- Meet or exceed requirements for program accreditation and contract compliance.
- Support the continued growth and replication of viable programs aligned with the organization's Strategic Plan.
- Market programs by creating brochures, publishing press releases, meeting with key community members, maintaining social networking sites, etc.
- Create and maintain Standard Operating Procedures for all facets of the program.

3) Fiscal Responsibility:

- Assist in the development of program budgets.
- Meet or exceed the agency's financial goals.
- Carefully review and approve timesheets, expense reports, and mileage reports.
- Prepare and approve purchase orders, invoices, and other financial documentation.
- Ensure that all services rendered are tied to active funding authorizations.

4) Customer Service:

- Provide excellent customer service to program participants, funding agencies, community employers, and other stakeholders per policies and contract expectations.
- Ensure that participants' goals are identified, tracked, and revised according to contract compliance and best practices.
- Respond quickly to all questions and concerns.

SKILLS AND EDUCATIONAL REQUIREMENTS:

- 1) Bachelor's Degree or combination of work experience and education commensurate with the above duties.
- 2) Must meet all applicable CARF accreditation criteria
- 3) Must have experience as an Employment Consultant, Vocational Rehabilitation Counselor, or similar position working with people with disabilities.
- 4) Knowledge of the operations of the Washington State Division of Vocational Rehabilitation preferred.
- 5) Knowledge of county Developmental Disability contracts preferred.
- 6) Private transportation that can be used on the job.
- 7) Possession of current Washington State Driver's License and proof of sufficient auto insurance coverage.
- 8) Acceptable 5-year driver's abstract
- 9) Flexible schedule of availability.
- 10) Must pass Washington State criminal background check (and FBI fingerprint check if a Washington resident for less than three (3) years).
- 11) Must have proof of U.S. citizenship or right to work.
- 12) Must obtain and maintain a valid hands-on Basic Life Support (BLS) certification
- 13) Moderate to advanced computer skills (MS Office applications).
- 14) Experience with the SetWorks database platform preferred.
- 15) Ability to work independently and hold self-accountable.
- 16) Minimum 3 years supervisory and leadership experience.
- 17) Excellent communication skills (written and oral).
- 18) Must complete Easterseals Washington (ESW) Corporate Orientation and program department orientation.
- 19) Commitment to Easterseals' Purpose Statement: Changing the way the world defines and views disabilities by making profound, positive differences in people's lives every day; and to the philosophy that Everyone Can Work.

INTER-RELATIONSHIPS:

The Director of Workforce Development is responsible for maintaining relationships with many people. Frequent contacts may include managers, coworkers, participants, employers, funding partners, direct reports, and the community at large.

WORKING CONDITIONS:

Many assignments will take place at community sites, mostly in office and retail environments. The Director of Workforce Development must be willing to travel throughout the county and to other locations as needed.

NEEDED ATTRIBUTES:

The Director of Workforce Development must be able to effectively communicate with many different types of people. Flexibility, patience, command skills, and organizational skills are imperative. A professional appearance and demeanor, and alignment with all ESW values, is critical.

PREPARED BY: Vice President of Human Resources

APPROVED BY: President & CEO

By signing below, I acknowledge that I fully understand and accept these job requirements.

Print Name

Signature

Date