

Employment Services Supervisor - Job Posting: 4616150

Job Description

Under the general supervision of the Employment Services Manager, the Employment Services Supervisor is responsible for the facilitation and community outreach of the Employment Services and Vocational Rehabilitation programs. The Employment Services Manager provides oversight of the Vocational Rehabilitation services offered by the Agency, those Employment Specialists providing services, and the successful placement of individuals receiving services into meaningful employment. The Employment Services Supervisor manages the day-to-day operations and scheduling of the Job Coaches and Employment Specialists. The Employment Services Supervisor assists the Employment Services Manager in Agency and stakeholder reporting and staff training requirements.

- Manage Job Coaches and Employment Specialists (e.g. daily oversight, daily notes, scheduling, timesheets, time off requests)
- Engage community vendors for placement opportunities and partnerships for on-the-job training in the community
- Provides daily oversight and engagement in the Employment Services programs (e.g. Group Support Employment, Daily Treatment for Adults)
- Other jobs/duties as required by Employment Services Manager
- Bachelor's Degree preferred

Credentials Needed

- Must be able to pass state and federal background investigations.
- Must be able to obtain a Class 1 Fingerprint Clearance Card.
- Must have a valid driver's license.
- Must have valid Article 9, CPR/First Aid, Article 9, and Neglect & Abuse Certifications or be able to obtain certifications within 60 days of employment.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. The noise level in the work environment is usually moderate.