



POSITION ANNOUNCEMENT

- Date:** APRIL 2019
- Position:** **MANAGER, SUPPORTED EMPLOYMENT & RELATED GRANTS**
- Responsibilities:** Provide overall oversight of Supported Employment and OPWDD services, grant-funded programs and supervision of staff. Coordinate all programs activities, including outreach, review of referrals, facilitate intakes and provide vocational counseling and assistance to address obstacles and workplace concerns. Assign caseloads appropriately and monitor Medisked database for accuracy and effectiveness of programs functions. Develop plan for program growth, and ensure quality assurance, protocols, training, and compliance of programs requirements are met. Coordinate all billing aspects for the programs. Provide updates, reports, statistical analysis data to Senior and Executive Management as required. Ensure compliance with OPWDD regulations and facilitate staff straining opportunities and assist Senior and Executive Management to develop strategies to increase referral and income stream.
- Qualifications & Education:** Bachelor's degree and extensive experience supervising OPWDD funded programs is required. A minimum of seven years of progressively responsible management experience in an OPWDD or similar environment is required. Strong communication, organizational and critical thinking skills are essential. Proficiency in Microsoft Office applications is required. Knowledge of computerized reporting systems is essential.

Contact:

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