



## **MRC Industries, Inc. Job Posting**

**JOB TITLE:** Director of Community Employment

**JOB ORDER:** 063

**REPORTS TO:** Chief Executive Officer

**HOURS:** Full-time (40 hours/week) M-F

**POSTING DATE:** May 21, 2015

### **JOB FUNCTIONS:**

Responsible for the overall operation and leadership of MRC's Community Employment program. Duties include supervision of assigned staff, budget completion, bidding and managing community employment contracts, assuring job development activities are carried out and that successful program outcomes are achieved.

### **Essential Duties and Responsibilities:**

1. Provide leadership and direction to assigned staff on expectations and fulfillment of agency mission.
2. Provide supervisory direction and feedback to assigned staff to include on-going coaching to improve performance, completion of performance reviews and disciplinary actions as needed.
3. Coordinate services provided to assure that quality standards for service provision are maintained and customer requirements are met.
4. Make recommendations for hire. Orient, train and develop staff for positions under supervision.
5. Ensure community employment policies and procedures are written, reviewed and revised as needed.
6. Ensure compliance with all CARF accreditation standards.
7. Ensure compliance with all applicable Medicaid, Department of Labor, OSHA, ADA and other local, state and federal regulations as well as MRC policies and procedures.
8. Conduct regular meetings with staff to provide training and feedback on agency policies and procedures.
9. Provide leadership to ensure that MRC consumers are moving toward maximum integration, productivity and independence.
10. Coordinate with other units of MRC to assure the best possible outcomes for individuals served.
11. Develop program budget and ensure that budget recommendations are followed, monthly budget review occurs and corrective action is taken as necessary.
12. Develop bids for community contracts and assure profitability of each contract. Conduct annual reviews and update as needed.
13. Provide oversight to all community placements to assure customer satisfaction by working through unit manager.
14. Keep CEO informed of all community employment issues on a regular basis.
15. Develop and maintain a community presence at networking and business functions to develop and nurture relationships and promote the Community Employment program.
16. Represent agency in employment related meetings with funding and referral agencies.
17. Develop, revise and ensure implementation of customer satisfaction surveys.

18. Ensure recipient rights and confidentiality are protected according to agency policy and the Michigan Mental Health Code.

**Non-Essential Duties and Responsibilities:**

1. Participate in other duties as assigned by the CEO.

**Knowledge, Skills and Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Minimum of 5 years' experience in a human services, business or related field with 3 years in a leadership position required.
2. Bachelor's degree from an accredited university in human services, business or related field and five years related experience OR ten years' experience in human services, business or related field OR any appropriate combination of education and experience in a related experience.
3. A Bachelor's' degree in human services, business or a related field, or an equivalent
4. Management experience in a skill-building or community employment program preferred.
5. Employment Training Specialist (ETS) certification preferred. If not currently certified, must attain ETS certification within 6 months of hire.
6. Knowledge of CARF requirements and Department of Labor regulations preferred.
7. Training or experience with Evidence Based Supported Employment Practices preferred.
8. Experience and/or training in sales, contract negotiation and bid processes preferred.
9. Experienced in supervising staff and able to provide leadership, motivation, staff development, and training required.
10. Excellent oral and written communication skills, interpersonal skills and good public relations and presentation skills required. Must have a professional presence to represent the agency in community activities.
11. Excellent problem solving skills required.
12. Excellent planning and organizational skills required.
13. Ability to read and understand budgets and develop policies and procedures, grant proposals, and reports required.
14. Ability to recognize and initiate appropriate response to emergency/non-emergency situations.
15. Working knowledge of the internet, email systems and Microsoft office products including Word and Excel required.
16. Ensure the rights of individuals served are protected in accordance with the Michigan Mental Health Code and agency policies. Complete incident reports as required.
17. Valid Michigan driver's license, good driving record, availability of licensed, insured vehicle for use on the job, a criminal records check and Recipient Rights Office screening are required for this position.

**Work Conditions**

1. Office environment with noise from computers, copiers, telephones and staff and client interactions
2. Local travel throughout the community to meet with prospective and current customers, visit job sites, attend networking events, training and other local travel as required by position. Occasional overnight travel.

**Physical Requirements**

1. Ability to operate a 10-key calculator, computer keyboard at acceptable levels of quality and speed and other general office equipment as needed to perform the essential duties of the job.

2. Physical ability to work sitting or standing for prolonged periods of time.
3. Physical ability to work front of and view a computer terminal for prolonged periods of time.
4. May occasionally require lifting up to 50 pounds, bending, stooping and other physical activities.
5. Must be able to work a regular full time work schedule.

**PAY RANGE:** \$41,954 - \$62,931

**TO APPLY:** Apply online via our employment opportunities page at [www.mrcindustries.org](http://www.mrcindustries.org)

**DEADLINE TO APPLY:** Friday, July 31, 2015 at 5:00pm