

Services To Enhance Potential 2941 S. Gulley Road, Dearborn, MI 48124

Our mission is to support individuals in the pursuit of their chosen goals and the achievement of personal satisfaction in their lives.

TRANSITIONAL EMPLOYMENT MANAGER

QUALIFICATIONS:

- Education:** Bachelor's degree in Human Service or Business field preferred.
- Experience:** Two (2) years working with persons with developmental disabilities.
Two (2) years' service industry preferred.
- Licensure:** Valid Michigan Driver License.
Approval of STEP's Insurance Carrier
- Status:** Non – Union, Exempt

PRINCIPAL FUNCTION:

Oversee all STEP Transitional Employment Activities. Establish new work groups. Evaluate, and monitor group worksites, i.e., work groups, and mobile crews, and related activities.

DUTIES AND RESPONSIBILITIES:

Essential Functions:

- A. Responsible for quality and quantity of services rendered for positions supervised.
- B. Develop group worksites in the community. Work with Marketing Manager, Employment Representatives, Thrift Store Manager, Controller, Employment and Training Services Director, and Chief Financial Officer to establish norms, develop quotes, and prepare contracts.
- C. Coordinate start-up activities for assigned worksites. Establish work standards and train supervisory staff.
- D. Evaluate existing worksite contracts semi-annually for pricing, desirability of work, and profitability. Perform time studies as needed.
- E. Submit required records of, job specifications, and quotes to the Employment and Training Services Director for each worksite contract and maintain worksite binders for all assigned worksites.
- F. Provide coverage for Transitional Employment Supervisors.
- G. Act as liaison to the worksite customer in all matters, e.g., problem resolution, performance, contract, etc.
- H. Ensure conformance to DCH, DWMHA, Medicaid, CARF, and Services To Enhance Potential policies and procedures.
- I. Responsible for the safety of the persons served and assigned staff, and to advise the worksite customer of any safety related concerns.
- J. Recommend the hiring and firing of staff to the Employment and Training Services Director for positions supervised.

Transitional Employment Manager, continued

- K. Responsible for scheduling, payroll, performance rating, and any disciplinary action for positions supervised.
- L. Provide data and analysis for program evaluation and planning.
- M. Participate in meetings with the Employment and Training Services Department to assist in the development, monitoring, and evaluation of community-based programming.
- N. Maintain a personal vehicle for use in performing job duties.
- O. Prepare and submit all required records, documents, and reports on a timely basis.
- P. Provide personal care assistance for persons served as needed.
- Q. Adhere to all Services To Enhance Potential's Policies and Procedures.
- R. Assist in any aspect of job development, i.e., share job leads, etc.

Marginal Functions:

- A. Participates on Services To Enhance Potential's committees as assigned..
- B. Coordinate and supervise student educational field placements volunteers, trainees, and aides.
- C. Participate in the ongoing growth and development of Services To Enhance Potential through attendance and participation in staff and other Services To Enhance Potential meetings and committees.
- D. Represent Services To Enhance Potential in the community and provide information regarding Services To Enhance Potential programs and services.
- E. Identify and promote opportunities for employment, volunteer, and community experiences.
- F. Assume any other duties as may be assigned by the supervisor.
- G. Provide coverage for positions supervised as needed.

The statements made herein are intended to describe the nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

REPORTS TO: Employment and Training Services Director
SUPERVISES: Transitional Employment Supervisors

TECHNICAL ASSISTANCE RECEIVED: Employment and Training Services Director
Controller, Chief Financial Officer