



**JOB TITLE:** DIRECTOR OF VOCATIONAL SERVICES  
**FLSA STATUS:** Exempt  
**SALARY RANGE:** \$65,790 - \$92,106  
**STATUS:** Full-Time  
**REPORTS TO:** Assistant Executive Director of Operations

#### DEFINITION

This is a responsible, professional job in the overall management of several Abilities First programs that provide direct services to support the vocational goals of participants with Developmental Disabilities in side-by-side inclusive models. Responsible for oversight, program planning, customer satisfaction, productivity and sales, and community development for Abilities First Employment Services, Art Inspired Academy, and Artisan Elements. Works closely with team members to ensure quality, customer satisfaction. Develops resources so services are purchased or procured for individuals. Identifies best practices for service delivery and community inclusion. Develops active, continuous, and reciprocal community partnerships to further inclusive opportunities in Greene County.

**This description may not include all of the duties, knowledge, skills, or abilities associated with this position.**

#### EXAMPLES OF WORK

- Responsible for managing and meeting the financial and program goals for Abilities First Employment Services (AFES), Art Inspired Academy (AIA), and Artisan Elements (AE), including but not limited to referrals and billing for AFES, class size and class cost for AIA, and sales and production goals for Artisan Elements.
- Prepare monthly scorecards for each program.
- Serve as a back-up for billing for AFES and AIA.
- Able to fill in as needed on an emergency basis for Employment Specialist, Job Coach, or AIA class teacher.
- Work to create and maintain several new Community partnerships per year that will foster inclusion for persons with Developmental Disabilities.
- Maintain relationships with Department of Labor and State Apprenticeship officials, stay informed on Apprenticeship opportunities for AFES.
- Work with the Assistant Executive Director of Operations, the AFES Manager, the Art Inspired Academy Program Manager, and the Director of Community Education to develop and present Pre-employment and Employment classes and Inclusion Training for Employers.
- Responsible for ensuring that overall goals of inclusion are met in each vocational program: Inclusive employers and worksites for AFES, inclusive classes for AIA, and an inclusive workforce for AE
- Work with AIA team to develop annual class schedule, oversee enrollment, ensure goals for numbers of students are met, ensure inclusive community locations are secured and that operational activities are aligned with goals for inclusion and financial stability and success.
- Work with the Assistant Executive Director of Operations to review monthly and weekly scorecards and ensure appropriate goals are tracked and met.
- Collaborate with the Director of Public Awareness on all promotion and marketing activities for AFES, Art Inspired Academy, and Artisan Elements. These activities may include community education and networking opportunities.
- Provide direct supervision for the following positions at Abilities First: AFES Manager, AIA Program Manager, and Artisan Elements Manager.
- Serve as Employment Mentor for employees of AFES, Art Inspired Academy, and Artisan Elements.
- Ensure each program has complete and up to date accountability chart and related process documents to provide continuity of operations.
- Create and maintain accountability chart and related process documents for the Director of Vocational Services position.
- Audit records quarterly for each program and provide written report to Assistant Executive Director of Operations.
- Complete special tasks and projects as assigned by Executive Director.
- May write grants to assist Abilities First/Friends of Abilities First in meeting the needs of

- individuals, families, and programs.
- Collaborate with the Director of Public Awareness to coordinate fundraising activities for Abilities First and Art Inspired Academy.
- Accurately comply with the data management and tracking systems to meet or exceed requirements of DMH and DESE contracts, grant requirements, and CARF accreditation, which can be used by Abilities First to assess persons served, supports available and supports needed in Greene County.
- Ensure that all requirements under Abilities First's provider agreements with DMH and DESE are met or exceeded.
- Ensure that all requirements for CARF accreditation of community programs of Abilities First are met or exceeded.
- Ensure satisfaction surveys are given to every AFES and AIA participant and prepare report at least annually.
- Light lifting required. Extensive sitting.
- Perform other duties as assigned.
- Must have a valid Missouri driver's license, reliable transportation, an acceptable driving record, and auto liability insurance that meet the requirements set by Abilities First.
- Must have either a reliable broadband internet service provider or hard-wired (no cell/satellite) high speed internet with internet speed at *no less than 15 mbps* in order to work remotely.
- Must be able to drive locally for work-related assignments.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Extensive knowledge of methods, principles and techniques pertaining to services purchased through the Department of Mental Health, Division of Developmental Disabilities.
- Extensive knowledge of the developmental disabilities represented in the program and of the type of vendors and services that are available.
- Thorough knowledge of statutes, administrative rules, and regulations relating to the operation of Abilities First Employment Services, Art Inspired Academy, Artisan Elements.
- Ability to lead others.
- Considerable knowledge of the behavioral sciences and allied disciplines involved in the evaluation, care, and training of persons with developmental disabilities.
- Thorough knowledge of applicable regulations to include Medicaid Waiver, DMH/DD, Vocational Rehabilitation, ADA, and CARF accreditation.
- Thorough knowledge of person-centered and Employment First philosophy.
- Ability to plan, coordinate, supervise, and evaluate the work of a multi-disciplinary treatment team.
- Ability to communicate effectively orally and in writing.
- Ability to identify potential abuse and neglect situations and follow protocol according to all applicable regulatory requirements.
- Ability to establish effective working relationships with co-workers and the public.
- Ability to bend, sit, stand, and stoop.
- Demonstrate professional work ethic.
- Must be able to pass a background screening.

## **EXPERIENCE AND EDUCATION**

- Must maintain the qualifications of a QDDP with the Department of Mental Health/Developmental Disabilities.
- Bachelor's Degree in social work, psychology, or related field, with at least five (5) years' experience working with individuals with developmental disabilities, of which at least three (3) years must have been as a member of a multi-disciplinary treatment team.
- Management experience required.

**PHYSICAL CONTEXT AND WORK ENVIRONMENT**

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
<b>Seeing:</b> Must be able to see to read documents/reports and focus on computer for an extended period.				X
<b>Hearing:</b> Must be able to hear well enough to communicate with coworkers and general public.				X
<b>Sitting:</b> Must be able to sit for long periods of time.				X
<b>Standing/Walking:</b> Must be able to move about the work area.	X			
<b>Climbing/Stooping/Kneeling:</b> Must be able to stoop or kneel to pick up items off the floor and filing in a bottom drawer file cabinet.	X			
<b>Lifting/Pulling/Pushing:</b> Must be able to lift 20 pounds with or without reasonable assistance.	X			
<b>Driving:</b> Must be able to drive locally for work-related assignments.	X			
<b>Grasping/Feeling:</b> Must be able to type, handle documents, and use equipment and electronic devices.				X

- The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise.
- Works in an office environment with the option for some remote work
- Abilities First offers a flexible schedule and relaxed environment

*The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified*

*Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

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Employee Signature

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Date