

Job Description: Supported Employment Program Manager

Supported Employment Program Manager

Department:	Adult Day Program
FLSA Status:	Exempt
Classification:	Full-Time
Work Hours:	7:30am-4pm Monday-Friday

Education and Experience

Required:

- 5+ years' experience working with adults with Autism and related developmental disabilities
- 3+ years' Supervisory experience
- Comprehensive knowledge and experience with employment services as described by the MO Department of Mental Health
- Experience working with adults ages 21+
- Experience with Individual Support Plan (ISP) process including plan development, implementation, and outcome measurement.
- Experience with MO Department of Mental Health service documentation and billing practices for employment services
- DD approved training in Positive Behavior Supports, Missouri Quality Outcomes, TOOLS, and Supported Employment (e.g., Certified Employment Support Professional (CESP), Certificate of Achievement in Employment Services from the Association of Community Rehabilitation Educators (ACRE), or Direct Support Professional-Specialist-Employment credential from the National Alliance for Direct Support Professionals (NADSP).
- Strong computer and technology skills

Preferred:

- Bachelor's degree in Psychology, Human Services, Social Work or related discipline
- Certification in FA/CPR, Bloodborne Pathogens, Abuse/Neglect, MANDT, Level 1 Medication Administration, Class E Driver's License (or equivalent)
- Experience with Therap software

Essential Job Functions

- Management of day to day operations of employment services including staff supervision, service scheduling, and service documentation.
- Provide hands-on support to consumers as needed.
- Transport consumers to and from volunteer, job exploration and job shadowing opportunities in the community.
- Act as an employment specialist to assist consumers in preparing for the workforce through career planning, prevocational services, job development, and supported employment.
- Develop community partnerships with local business for job placement.
- Manages service authorization usage accurately and timely to ensure clean billing.
- Completes monthly reports and submits on time to Service Coordinators.
- Ensure compliance with all governing bodies including but not limited to the Department of Mental Health (DMH) and internal policies and procedures.
- Communicate and coordinate with outside agencies for the care of the Individual in services.
- Participate in and contribute to the development, implementation and follow-through of each Individual Support Plan (ISP) and any meetings necessary to deliver services from that plan.

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- Collaborate with Chief Program Officer and other department supervisors to prepare for, apply for and participate in the Licensing and Certification process conducted every 2 years, and the Provider Review and Quality Assurance Review conducted by the KC Regional office in the off years.
- Respect confidentiality with regard to individuals, staff and agency matters as per HIPAA guidelines
- Participate as a member of the Admissions and Discharge Committee
- Participate in annual performance reviews for Employment Support Providers and Employment Specialists
- Must be able to exert, lift, carry, push/pull up to 50 pounds
- Must be able to demonstrate good balance, object handling, object fingering, feeling, simple hand grasping, firm hand grasping and occasional running or jogging.
- Other duties as assigned

Acknowledgement

By signing below, I acknowledge that I have read, asked any questions I may have about the essential functions of my job description and am confirming that I am able to fulfill the responsibilities necessary to do the job competently and without limitations or reservations.

Employee Print Name

Employee Sign Name

Date