



Martha's Vineyard Community Services
Supported Employment Manager
Job Description

Reports to:	Division Director
Program:	Disability Services
Classification:	Exempt
Department:	400
Date:	10/24/2024
Approved:	11/20/24
Next Review Date:	October 2025

Job Summary: The Supported Employment Manager for Disability Services is responsible for all employment related programs and services at MVCS. This includes Island Employment Services (IES), School to Employment Program (STEP), and employment-related programming at the Daybreak Clubhouse. Island Employment Services and Daybreak support adults 18+, STEP supports students ages 14 – 22. All employment services require the manager to serve as the primary liaison between the person served, family and other supports, contracting entity, and existing and/or potential employers. This position also serves as a primary support and resource for the Division Director and may take on additional duties related to supporting persons with disabilities as such duties arise.

Reporting to the Division Director, Disability Services, this position....

Job Duties (*Essential Job Function)

1. Teamwork*
 - Participate as active member of Disability Services team
 - Participate in identified community initiatives (such as the Island Disability Coalition as directed by Disability Services Division Director
 - Actively participate in the supervision process at intervals determined in conjunction with program management
 - Maintain regular contact with the contractor's vocational rehabilitation coordinator to assure a continuous flow of consumers into the components of the independent employment program
 - Engage in routine professional development to consistently enhance operational and quality management skill set
 - Attend agency meetings and events as appropriate. Cultivate high visibility within and external to the organization
 - Coordinate communication with community partners and employers to assure appropriate worksite development and job placement

2. **Oversee and Deliver Employment Services***
 - Design, implement, and monitor all employment services delivered by MVCS
 - Work directly with adolescent, young adult, and adult populations to promote community inclusion through work and other meaningful daily activity
 - Build relationships with employers and other community stakeholders to optimize employment opportunity for persons served
 - Oversee all data collection and reporting for Employment Services
 - Supervise employment specialists, as indicated by the size and scale of employment programming
 - Provide direct skills training and career exploration for student ages 14 – 22 with disabilities
 - Implement the five components of STEP:
 - Work-based learning experiences
 - Job exploration counseling
 - Workplace readiness training
 - Self-advocacy/peer mentoring
 - Counseling on post-secondary education or training programs

3. **Key Operations***
 - Actively participate in the supervision process at intervals determined in conjunction with Division Director.
 - Train and supervise new Employment Specialists with support from Division Director
 - Lead initiatives to enhance operational efficiency and effectiveness through process optimization and best practice implementation.
 - Coordinate communication with community partners and employers to assure appropriate worksite development and job placement
 - Develop and maintain relationship with MVRHS and MV Charter School
 - Work in collaboration with Island Employment Services to coordinate outreach to employers
 - Coordinate community engagement of internship, fieldwork, job shadow, and site visit opportunities

4. **Contract Management***
 - Maintain relationship with contract funders MRC and others to ensure clear channel for referrals
 - Complete all reporting and maintain funder required documentation
 - Formulate program benchmarks for ongoing contract monitoring and reporting
 - Submit monthly report to Disability Services based on program benchmarks

5. **Caseload Responsibilities***

The Employment Services Manager position requires management and direct client service accountabilities. Related to client services, the following responsibilities are critical success

factors:

- Administers vocational assessments and/or evaluations
- Coordinates job development and placement activities
- Employment skill development and preparation
- Transportation training and coordination
- Task analysis
- Workplace training and Orientation support
- Progress monitoring
- On the job counseling as needed
- Maintains worker progress records

Qualifications:

- ❖ Bachelor's degree in Human Services, psychology, social work or related field preferred, minimum of two years' experience working in vocational rehabilitation or related field
- ❖ Previous experience in behavioral health industry preferred
- ❖ Proficiency in Microsoft Word and Excel
- ❖ High level of communication, organization and leadership skills. Excels at collaborative problem-solving.
- ❖ Ability to maintain confidential information
- ❖ Ability to organize and prioritize work
- ❖ Ability to operate in and foster a collaborative, team-oriented work environment
- ❖ Ability to give constructive feedback, to understand performance specifications for specific contracts, and ability to communicate with external contract managers.
- ❖ Possesses the ability to work effectively with individuals who have diverse styles, abilities, motivations, and backgrounds.
- ❖ Previous experience working with individuals with disabilities
- ❖ Previous experience or training in vocational rehabilitation
- ❖ Valid Driver's License and access to transportation

This statement contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically requires, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Employee Signature and Date

Supervisor Signature and Date

MVCS, Inc. – Employment Services Manager