

# SE Assistant Manager

## Job description

### **A Little About Us:**

Vocational Visions has been supporting adults with intellectual and developmental disabilities for almost 50 years.

### **A Little About You:**

As an employee, you will be responsible for:

### **ESSENTIAL DUTIES (including, but not limited to the following):**

- Assists with management of the program under the direction of the Supported Employment Program Manager
- Prepares billing for Department of Rehabilitation, Department of Developmental Services and Regional Center of Orange County in order to receive necessary payments.
- Provides support and assistance to full and part time job coaches in order to facilitate the optimal functioning at all job sites.
- Maintains on-going communication with family, board and care, Regional Center of Orange County and Department of Rehabilitation to resolve any issues that arise.
- Prepares assigned paperwork, such as production records, payroll reports and job placement reports.
- Provides support to ensure the Supported Employment program continues to meet CARF accreditation standards.
- Provides support to the Supported Employment Program manager in order to maintain accurate records and resolve any issues in a timely manner.
- Provides support to full and part time job coaches and persons served by conducting random site visits.
- Maintains records for persons served evaluations, including file review and maintenance.
- Prepares monthly Individual Work Plans for persons served and ensures all supporting documentation is completed and received in a timely manner.
- Assists Supported Employment staff to develop weekly schedules and/or changes to their schedules.

### **ADDITIONAL DUTIES (including, but not limited to the following):**

- Participates in a variety of meetings, conferences, and seminars as required.
- Understands the role of the department and how it contributes to the overall success of Vocational Visions.
- Treats staff fairly and shows respect to coworkers.
- Adheres to all Vocational Visions Policies, Code of Conduct and Procedures.

- Acts as a team player
- Other duties as assigned.

**QUALIFICATIONS:**

***Required Education/Licensing:***

- High School graduate or equivalent
- Valid Driver's License

***Preferred Education:***

- Some courses in psychology or guidance

***Required Experience:***

- Minimum of 2 years' experience working with adults with Developmental/Intellectual disabilities in a vocational setting
- Ability to work independently on assigned tasks
- CPR Certification, or agreement to obtain CPR Certification
- Maintaining and using CPR skills throughout duration of employment

***Preferred Experience:***

- Familiarity and knowledge of Intellectual/Developmental Disabilities, preferred
- Prior supervisory experience, preferred
- At least one year of successful experience working with adults with I/DD, preferred

***Working Knowledge of:***

- Standard office equipment (Fax, Copy Machine)
- Basic MS Windows (Word, Excel)
- Ability to communicate effectively both verbally and in writing
- Ability to be detail oriented
- Ability to demonstrate methods to be followed in instructional settings
- Ability to assess vocational capabilities and limitations of persons served
- Unique needs of each participant

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

This position is primarily a sedentary position, with employee working in a controlled office environment. The employee answers phone calls and occasionally bends, reaches and pushes and pulls file drawers with file records and reports. This position uses a computer terminal to access input and retrieve data. Finger dexterity may be required to operate the computer keyboard. Occasional lifting of over 25 pounds may be required in this position.

**JOB SPECIFICS:**

- Full-time

- Monday – Friday
- 8:00am – 4:00pm
- On-Site
- NO REMOTE WORK AVAILABLE
- Company specific requirements: Drug Testing/Background Checks/Physicals
- Pay Range: \$22.00/hr. - \$26.00/hr. (Depending on Experience)
- Website: <http://www.vocationalvisions.org/>

**BENEFITS:**

- Medical, Dental, Vision, Life, AD&D ( Full-time employees working 30+ hours per week)
- CalSavers Plan
- Referral Program
- PTO/Sick Leave
- Tuition Reimbursement
- EAP