

Employment Connections Job Description

Site Manager, Violence Prevention Services

The Manager of Violence Prevention Services manages one or more major program functions within the program services of the Employment Connections. This role manages client recruitment, training and job placement, and follow-up.

Essential Duties And Responsibilities include the following. Other duties may be assigned:

1. Manage grants, including complex federal grants, ensuring compliance
2. Recruit and screen clients
3. Manage client caseload ensuring accurate client data
4. Develop effective relationships with partnering agencies, funders, referral agencies, educational institutions, and social service or other agencies and community groups providing supportive services
5. Help to prepare clients for job readiness
6. Facilitate client resources and community referrals
7. Responsible for client recruitment and screening
8. Responsible for managing and teaching World of Work training
9. Track and report client placement and retention
10. Responsible for supervising and training others
11. Review and respond to all grievances within established policies and procedures, conducting investigations as necessary
12. Research and implement best practices
13. Effectively represent Employment Connections in the community

Reporting Structure: The Manager, Career Services reports to the Chief Operating Officer and manages a team of career specialists.

Qualifications

Education/Experience:

1. BS/BA in Public Administration or Social Work, Masters Preferred.
2. Strong communications, organization and management skills are required
3. Demonstrated experience in staff supervision
4. Must be effective under pressure
5. Demonstrated ability to inspire confidence and esteem in others
6. 5+ years of progressive experience in non-profit program management preferred
7. Proven ability to manage program budgets

8. Must be well disposed toward the client population and philosophy of EC

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide first line supervision. Ability to persuade, convince, and train subordinates. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicle, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier, and/or materials used in performing essential functions. **Ability to type data/information accurately into a computerized interactive terminal.**

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as contracts, work site agreements, reimbursement requests, client surveys, timesheets, reimbursement requests, contract performance reports, training plans, program regulations, personnel policies, employee performance evaluations, computer software operating manuals, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, decimals and fractions.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, leading, planning and coordinating. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving

the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure irate individuals pose a very limited risk of injury.

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to twenty pounds. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements:

Requires the ability to distinguish objects clearly at close range. Requires the ability to sustain prolonged visual concentration.

TRAVEL

Local. Use of personal automobile and liability insurance required.

BI-WEEKLY SALARY RANGE

\$969 - \$1,890

HOURS PER WEEK

Minimum forty (40) hours; weekends and evenings occasionally. Must be willing to maintain flexibility and adaptability in schedule to meet agency demands.

The Employment Connection is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Employment Connection will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the agency.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel so assigned.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Employee Certification:

I understand the description of this job and the essential functions, as stated above. I also understand that all of the duties are not described above and that I would perform those above and other related duties as directed by my supervisor.

_____ **Employee**

Name (Print) Date

Employee Signature