

## **Director of Employment and Education**

### **Responsibilities:**

- Management and oversight of the program to ensure growth and success as applicable. Management of day-to-day activities of both the employment, education program, and art gallery.
- Coordination and management of outreach art program and employment program. Responsible for all reporting both programmatic and client progress reports.
- Development of a timeline and management plan for the oversight of the funding.
- Supervises evaluates and provides direct support to job coaches and employers.
- Identifies, and cultivates the development of employment and volunteer opportunities for persons with disabilities. Coordinates entrepreneurial business ventures involving persons with disabilities as applicable. Work with contract provider, The Texas Work Force Commission, to increase referrals to the program. Obtain and maintain Texas Workforce Commission required certification to act as a backup job coach and program instructor as needed
- Identifies transportation barriers and solutions for clients to access vocational opportunities.
- Networks with business leaders in the community to increase employment opportunities for persons with disabilities.
- Oversees and is responsible for full, accurate, and current documentation of services in a manner that is in compliance with contractual requirements and is accessible to the Chief Operations Officer and/or Chief Executive Officer to ensure regular monitoring and exchange of information is occurring.
- Participates in the strategic planning and expansion of the programs
- Schedules and facilitates department staff meetings and attends agency meetings as appropriate. Provides supervision, coaching, and training to department staff, interns and volunteers.
- Maintains all client records and ensures confidentiality in accordance with the Policies and Procedures and the Code of Ethics of The Arc of the Capital Area.
- Coordinates collaborative efforts with art and other human services agencies in the best interest of the clients and the agency as a whole.
- Represents agency in a professional, personable, and accessible manner.
- Conducts evaluation of services for effectiveness on a quarterly basis, or as required.

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**Employment:** We are looking for someone who can build at neurodiversity employment program from the beginning stages to a full encompassing employment program. Someone who is detail oriented that can lead a team while cultivating relationships with community partners.

**Education:** Provide leadership support and guidance to the Manager of Education and Outreach. Monitor evaluations of program and client records. Help navigate the outreach of the education program to provide growth to the program. Support the Arts & Education program in the expansion to multi-site locations.

**Growth:** As the Director of Employment and Education with the support of the Chief Operation Officer you will be responsible for expanding our two community programs. This position entails networking, outreach and marketing skills.

### Skills and Experience

- Formal educational equivalent of a four-year degree.
- Experience in the delivery of human services to persons with disabilities.
- Business and or project management experience preferred.
- Demonstrated ability in teamwork and group leadership skills, public-speaking skills, Experience in using computer word processing and database software; Experience in teaching or leading groups in art projects a plus.
- Have demonstrated leadership skills to include strong decision making, staff development, critical thinking, communication and organizational skills.
- Have a strong ability to communicate effectively with clients, families, employees and employers.
- Have experience in program development
- Experience in developing and growing a vocational program
- Experience working with people with I/DD



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### Employee Benefits

- You will be compensated at a competitive wage.
- We provide a comprehensive benefits plan which includes medical, dental, vision, and life insurance and a 403(b) plan
- We'll pay you for our 16 agency holidays
- We understand that you have commitments outside of the workplace, and we'll do our very best to offer you some flexibility in your work schedule
- We'll provide you with an inspiring work environment, that has a great group of people to work with and a place where you'll get to make a difference in people's lives every day
- Job Type: Full-time Exempt

Staff are currently working from home. The position does require some in office time for filing and billing. Client meetings are currently held on Zoom, but employee may be required to drop paperwork at a client's home if they lack access to technology.

Please apply at [www.arcaustin.org/our-missionvision/careers](http://www.arcaustin.org/our-missionvision/careers)

