

JOB DESCRIPTION

TITLE: PROGRAM MANAGER

**ORGANIZATION: RESOURCE FOR EDUCATION, ADVOCACY,
COMMUNICATION, AND HOUSING**

IMMEDIATE SUPERVISOR: DIRECTOR--EDUCATION

PRIMARY FUNCTION:

Under the supervision of the Director of Education, provides day-to-day supervision and direction to designated REACH education programs including supervision of staff, implementation of program policies and procedures, and coordinates/integrates program with other services at REACH.

PRIMARY JOB RESPONSIBILITIES:

1. To implement and monitor processes pertaining to the gathering of information from family and public & private agencies as it relates to the provision of services.
2. To follow established processes to ensure development and implementation of Education services.
3. To monitor and evaluate the quality of service schedules designed by Training Specialists.
4. To assist in recording of data and reporting to external entities.
5. To actively participate in REACH safety programs and provide immediate crisis intervention/emergency assistance to consumers and/or staff members in all settings.
6. To participate in strategic planning processes regarding REACH's long term objectives.
7. In the absence of the Director, act as liaison with the CEO, Board of Directors, the community at large, California Care licensing, and REACH program constituencies.
8. To advise the Director of pertinent information regarding consumer services on a regular basis.
9. To establish rapport with other staff members of REACH, community members and organizations by favorably representing the Education Services program in local communities.
10. To present philosophical, organizational, implementation and management strategies to the visitors of the Education Services program through written materials, dialogue and/or tours of program components.
11. To participate in the selection process for filling staff positions and makes recommendations for employment and assignment within programs.
12. To assist and participate in the professional development of staff members through documented observations, trainings and conferences.
13. To develop resources for staff and consumers in the community through networking and fund development.
14. To carry out additional activities as requested by the Director of Education Services.

EDUCATION/EXPERIENCE:

Desirable: A professional license or advanced degree in a field related to education or social services with a minimum of one year successful supervisory experience employed in the field of special education or adult services preferred; or a Bachelor's degree with two years successful supervisory experience in the field of special education or adult services and familiarity with computer technology including software Microsoft Office software. Meets REACH'S Risk Management Standards for transporting consumers.

SPECIFIC SKILLS

A thorough knowledge of the most current issues and strategies surrounding the training and communication for adults with disabilities; a thorough understanding of the concepts surrounding facilitated communication specifically and augmentative communication strategies generally; an understanding of the Developmental Disabilities System in the State of California including all applicable State/Federal regulations; ability to successfully manage, direct and inspire numerous staff; excellent written and communication skills. the ability to move around the community using some form of transit and the ability to transport others; ability to efficiently communicate to staff, families and the community at large.

OTHER REQUIREMENTS:

Must be at least 18 years of age, successfully complete health and fingerprint screenings, show evidence of current first aide/CPR training and complete a Criminal Record Statement prior to employment.