



# JOB NOTICE

Date Posted: October 25, 2017

Closing Date: November 6, 2017

**APPLICATION PROCEDURES:** Send letters of intent and resume via INDEED or to Box WFD-Pro, HR/Compass Family and Community Services, Inc., 535 Marmion Avenue, Youngstown, Ohio 44502.

**Program:** Workforce Development

**Title:** Workforce Development Program Director

**Salary \$:** Full Time with comprehensive benefits package. Competitive salary based on experience. Primary schedule consists of days, M-F

## **General Duties:**

- Develop, implement, and evaluate comprehensive employment and job retention programs that are consistent with the COMPASS mission and which are fiscally sound.
- Lead the program in providing services that are grounded in evidence-based vocational rehabilitation principles for individuals with mental health, cognitive, and physical disabilities, as well as individuals with substance use disorders and other special needs.
- Maintain compliance standards and certification with all agency and program certification entities, including CARF, Ohio Department of Mental Health and Addiction Services, Opportunities for Ohioans with Disabilities, and Workforce Innovation and Opportunity Act.
- Create and achieve agency and program strategic goals, including client outcome goals, performance improvement goals, and financial performance goals.
- Hire, train, and supervise program staff. Coach program staff and support their professional development within the program and agency, as well as through external education and training.
- Develop and maintain service coordination with community organizations to promote opportunity for program expansion and to provide optimal client opportunity for successful outcomes.
- Promote an understanding of the local labor market with all agency staff by participation in state, county, and private industry workgroups and by keeping well-informed of workforce research grants and publications.
- Assist in the design and implementation of agency and program policies and procedures.
- Assist in workforce program grant research and grant writing.

**Qualifications:** Certified Rehabilitation Counselor (CRC), Licensed Professional Counselor (LPC), or Licensed Social Worker (LSW) preferred.

**Education/Experience:** Minimum of Bachelor's Degree in Social Services or Human Services field. Bachelor's Degree will be considered when work experience is directly related to the position. Minimum of three (3) years' experience in vocational rehabilitation with previous management experience preferred. Experience working with individuals with severe and persistent mental illness, substance use disorders, and disabilities preferred.

**Miscellaneous requirements:** Criminal background check; Pre-employment Drug Screen; Clear driving record; TB test; CPR/First Aid training upon hire

**Physical Requirements:** Normal activity.

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED  
THROUGH AFFIRMATIVE ACTION  
EOE-M/F/H including persons with disabilities and veterans