

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JULY 12, 2012
CLOSING DATE: AUGUST 2, 2012

DEPARTMENT: Community Services

POSITION: G.E.S.T. Program Manager

LOCATION: Globe

JOB CODE: 12-062

ANNUAL SALARY: \$35,422.40-\$43,160.00 DOE

NATURE OF WORK

Plans, coordinates and manages the Gila Employment and Special Training (GEST) program services, activities and staff employment services along with daily living skills to the community's disabled population.

DUTIES AND RESPONSIBILITIES:

- Oversees the planning, development and implementation of GEST program services designed to enhance the self sufficiency of disabled community members including development of daily living skills and employment services; evaluates program needs and recommends appropriate actions; develops and implements policies and procedures to carry out programs.
- Hires, supervises and monitors the performance of assigned personnel; coordinates employee training; ensures compliance with contractual requirements, departmental policy and procedure, and regulations governing community services activities; schedules staff to allow direct client services to be provided in accordance with client individual service plans.
- Supervises job development and placement services to assist clients in finding and securing employment in our community and in developing employment related skills, and skills in searching for job sites; supervises supported employment service which provides intensive time limited supports to a client once placed in a work site.
- Oversees and coordinates long-term on-going support for those clients who have the most severe disabilities; habilitation services provide training, supervision, therapeutic activities, and counseling when appropriate, to promote skill development in independent living, self care, communication and social relationships; coordinates with other agencies regarding goals and objectives for clients.
- Schedules and attends meetings with clients, Support Coordinators, Vocational Rehabilitation Counselors, parents, guardians and employers regarding program services.
- Prepares monthly invoices for reimbursement to State agencies and employers; ensures receipt of payment for services provided.
- Develops proposals for program funding from State and Federal sources; prepares and processes grant applications.
- Prepares agenda items for Gila County Board of Supervisors review and approval.
- Prepares and submits departmental reports as required by County, State and Federal agencies; ensures compliance with program reporting requirements.
- Selects and/or upgrades assessment materials used for client workshops.
- Ensures GEST vehicles are properly maintained in safe working condition.
- Prepares payroll documents, staff and client time sheets.
- Provides direct services to clients as necessary.
- Attends quarterly provider meetings and relevant training sessions.
- Administers program budget and monitors expenditures.

WORKING ENVIRONMENT:

Work is performed in a standard office environment and in the field when providing direct client services; work involves standing, walking, and assisting clients with cooking, cleaning and shopping; must be capable of traveling to and from various work locations on a frequent basis to attend meetings.

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EMPLOYMENT STANDARDS:

High School Diploma or G.E.D.; three (3) years special needs program experience, including two (2) years in program design and proposal/grant development and grant management; or equivalent combination of education, training and experience.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Special needs of developmentally disabled individuals; standards for providing assistance to the developmentally disabled; principles and practices of vocational rehabilitation; methods for developing job training and placement opportunities for special needs populations; processes for developing individual client service plans; grant funding sources; processes for preparing grant applications; methods for administering program budgets; business arithmetic and office administrative practices and procedures; standard office software applications; business letter writing and the standard format for typed materials, including contracts; supervisory principles, practices and methods.

Ability to: Oversee and coordinate the delivery of special needs program services; develop and monitor individual client service plans; provide direct services to developmentally disabled individuals; liaise with clients, parents, guardians and employers regarding program services; prepare monthly invoices for reimbursement; draft grant proposals; ensure compliance with program reporting requirements; administer program budgets; communicate effectively orally and in writing; supervise, lead, and delegate tasks.

Skills in: Planning and directing community service programs for individuals with disabilities; understanding and applying program standards and procedures, applicable Federal rules and regulations, and County policies and procedures; assessing and prioritizing multiple tasks, projects and demands; interacting with people of different social, economic, and ethnic backgrounds; preparing clear, comprehensive, and accurate reports; effectively communicating in written and verbal forms.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.