
JOB DESCRIPTION

JOB TITLE: Assistant Program Director
DEPARTMENT: AVP-Hayward Campus
CLASSIFICATION: Nonexempt
REPORTS TO: Program Director
SUPERVISES: Direct Support Coordinators, Secretary, Job Coach, clerical staff and other personnel as assigned.
REQUIREMENTS: **Education:** A.S. Degree in relevant field is preferred – will consider experience in relevant field in lieu a degree.
Experience: Four years of current experience managing personnel in the provision of programs for people with I/DD including training and/or job placement.
Other: Ability to independently represent the agency in the community. Knowledge of and commitment to the principles and concepts of inclusion. Possess a valid California driver's license with a good driving record.

Assists referred persons with disabilities toward the end goal of competitive employment. Works with individuals served on a one-to-one basis to assess job readiness and work skills. Establish and maintain relationships with employers and public agencies to secure employment opportunities. Help clients find and identify job openings, apply for jobs, prepare for interview and follow up with employers. May also accompany people served to interviews and assist with coordinating accommodations. Provides and supervises follow-up services to ensure job maintenance.

Responsibilities include:

- Work closely with the Program Director to orientate, train, appraise, supervise, discipline and when necessary, terminate Supported Employment Staff.
- Develop business partnerships and remain a key point of contact with businesses and organizations to ensure successful competitive employment opportunities.
- Ensure compliance with California policy, procedure, and regulations.
- Review and approve required documentation.
- Seek and develop competitive job opportunities for individuals enrolled in the program.
- Manage incidents in accordance to state and federal guidelines.
- Liaison with city and state offices.
- Assist the Director in working with the local schools to acquire referrals for youth in high schools and assist with the transition to work.
- Assist Program Director in the recruitment and screening of new applicants.
- Perform other duties as assigned by the Program Director.

Skills and Abilities Required:

- Excellent supervisory skills.
- High level of professionalism.
- Good interpersonal skills are necessary to interact effectively with coworkers, employees, employers, individual support, families and outside contacts.
- Ability to read, write, speak and understand English.
- Excellent oral and written communication skills
- Excellent organizational skills
- Must be able to maintain the strictest confidentiality.
- Proficiency in the use of a personal computer and appropriate software and E-Mail system
- Ability to analyze problems and determine corrective measures.
- Availability on various days and times during the week.

Other Requirements

- Valid first aid/CPR certification a plus
- Department of Justice clearance required.

Compensation:

- \$20.90 per hour
- Comprehensive Benefit Package: Including medical, dental, vision, Life and AD&D policy, 401k plan, vacation sick leave, 10 paid holidays, BD holiday and 2 floating holidays.

Submit resume by one of the following methods:

Mail to: The Arc of the East Bay, Attn: Patty Pistello, 1101 Walpert St., Hayward, CA 94541

Apply online at our website at www.arceastbay.org

Email to: pattypistello@arceastbay.org or judyvierra@arceastbay.org

Fax to: Attn Patty Pistello at 510-352-8714



Achieve with us

Administrative Offices

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Reviewed & Approved Annually by Ron Luter 7/11, 7/12, 6.13, 6.14: Revised by P. Pistello - 02/11/2020; 07/31/2020