

**CAPC, Inc.**  
Associate Director of Employment

**Position:** **Associate Director of Employment;** exempt, salaried, Full Time

**Supervised by:** Senior Director of Services, Director of Quality Assurance

**Supervisory Responsibilities:** Job Developer, Job Coaches, Case Manager, Direct Support Professional

**Job Duties:**

- Ensure a minimum of 10 individuals are open within the Dept. of Rehabilitation and/or have active Habilitation services at all times
- Provide necessary trainings to staff involving Supported Employment Services (including adaptations, instructional strategies, etc.).
- Provide weekly support and guidance to assigned Case Managers in the management of staff providing supported employment services
- Establish, implement, and monitor supported employment goals and other services at all times
- Provide conflict resolution according to CAPC's Grievance Procedure when needed
- Ensure coverage for Supported Employment Services including weekends and holiday coverage, with availability to cover when needed, and provide guidance for on call personnel as emergencies arise
- Actively promote support and participate in CAPC sponsored events, including fundraising
- Attend a minimum of one Supported Employment Conferences/trainings annually
- Refer a minimum of 2 individuals a quarter who are interested in paid employment to the Department of Rehabilitation (DOR), and assist with the DOR application
- Report monthly to the DOR counselors regarding job development progress of individuals
- Assess and justify requests for additional authorizations and appropriate funding for supplies when needed for individuals seeking employment
- Monitor job seeking and assessment progress of individuals
- Provide feedback to Case Managers and Job Developers re: assessment and progress of services during monthly Case Manager meeting
- Provide advice and oversight when there are issues at job sites at all times
- Oversee monthly billing reports for DOR
- Complete monthly Habilitation reports and provide to Department of Developmental Services and the appropriate Regional Center as necessary
- Provide immediate crisis intervention/emergency assistance to individuals and/or staff members as needed
- Specific projects as assigned
- Fulfill mission, goals, and objectives of CAPC

**Position Requirements:**

- BA/BS from an accredited college or university with a specialization in human services or a related field plus at least 3 years of related administrative experience, or an AA degree with 5 years of related administrative experience, or a High School Diploma/GED with at least 8 years of related administrative experience
- Must be personable, energetic, and have strong communication skill both orally and in writing.
- Must have knowledge of community resources available in Los Angeles and Orange County, strong organizational skills and demonstrate an intensive understanding of the agency's vision in terms of the importance of recognizing and honoring the individuals' preferences and choices and have extensive knowledge of human resources, human development, crisis intervention strategies, and federal, state, and local regulations.
- Able to work extended hours when needed
- Maintain a high degree of confidentiality
- Driving License with a clean driving record, as well as vehicle with up-to-date registration and insurance

**Desirable Qualifications:**

- Volunteer or paid work experience with persons with disabilities;
- Higher education;
- Flexible work schedule
- Bilingual in Spanish and English

**Pay Range & Benefits:**

- \$66,560-\$68,000 annually
- Comprehensive benefits to include Medical, Dental, and Vision plans
- Paid Holidays
- 401(k) retirement plan
- Company paid life insurance

8.15.2024