

# WATCH RESOURCES, INC.

12801 Cabezut Road, Sonora, CA 95370

(209) 533-0510

[www.watchresources.org](http://www.watchresources.org)

## JOB DESCRIPTION

**Position Title:** Director of Vocational and Adult Learning

**Classification:** Exempt, Full-Time

**Reports to:** Executive Director

**Grade:** EX-3

**Supervises:** Assistant Directors, Instructors, Job Coaches, and Records Coordinator

**Purpose:** To ensure that each individual receives the vocational and educational services which meet their personal needs, that services are provided at the highest level of quality and that the best staff are trained and supervised to accomplish this goal.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.** Other duties may also be assigned:

1. **CURRICULUM:** Coordinate and supervise the development of person centered individual program plans for each program participant. In conjunction with staff develop, implement, maintain and evaluate departmental curriculum and assessments. Ensure consumer satisfaction with departmental services. Develop curriculum for program participants to enhance their daily skills and/or vocational skills to enable transition to the Supported or Competitive Employment program. Ensure that consumer records are maintained.
2. **STAFF DEVELOPMENT:** Participate in the hiring of the departmental staff. Train, guide, evaluate, motivate, supervise, reward and when necessary discipline staff.

3. **COMMUNITY RELATIONS:** Act as the primary departmental contact for consumers, families and other agencies. Represent the agency at community groups and committees.
4. **PROGRAM DEVELOPMENT:** With the Director of Program Services investigate and develop alternative service options as desired by program participants.
5. **SAFETY & MAINTENANCE:** Ensure that the facility is maintained in a manner which displays dignity and respect for program participants and ensures safety as the highest priority. Ensure compliance with Licensing and other regulatory agencies. Guarantee the health and safety of program participants, staff and visitors.
6. **ADMINISTRATIVE:** Assist in preparation of budget. Plan and control expenditures in accordance with departmental budget.
7. Establish and maintain procedures that ensure accurate and timely medication administration, where applicable, and medical care for program participants in the event of an accident or an emergency.
8. Ensure the required records and reports are prepared and maintained regarding on and off site work agreements and other reports as requested.
9. Ensure the development and implementation of recording keeping in accordance with Federal and State Department of Labor standards with regard to program participant pay.
10. Ensure that there is an adequate amount and variety of work opportunities for program participants to develop their vocational skills.
11. Fill in as Instructor as necessary.
12. Participate as a member of the Management Team and attend all related meetings.
13. Use agency or personal vehicle to attend meetings, trainings, and transport program participants as needed or attend other business related activities as required.
14. Perform other duties and responsibilities as may be required for successful job performance.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and be committed to the Mission of WATCH Resources, Inc. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act (ADA), 1991.

**Education and/or Experience:**

1. Bachelors Degree in a social services related field.
2. Five years of full time related experience, three of which were in a capacity supervising staff. Additional experience may be substituted for educational requirements in item #1.

**A. Working Knowledge of:**

1. Knowledge of the laws and regulations related to work programs, day programs, supported employment programs and adult development center programs.
2. Familiarity with the standards of CARF ...The Commission on Accreditation of Rehabilitation Facilities.
3. Empathy and knowledge of persons with disabilities.
4. Excellent technology skills. Windows based computer programs in word processing and data base preferably Microsoft Office.

**B. Language Skills:**

1. Excellent verbal and written communication skills.
2. Ability to make effective speaking presentations.
3. Effectively be able to present information and respond to questions from managers, consumers, regulatory agencies, and the general public.

### **C. Reasoning Abilities:**

1. Ability to provide leadership, guidance, and supervision to staff.
2. Ability to work independently and handle multiple priorities.
3. Ability to work with a wide range of people in stressful situations.
4. Skill in analysis of program quality and budget preparation.
5. Ability to make effective and timely decisions.
6. Work independently with minimum supervision.
7. Ability to communicate effectively, establish and maintain professional, cooperative working relationships with fellow employees and the general public.
8. Interpret and follow a variety of instructions provided verbally, written, in diagram or schedule form.
9. Ability to solve practical problems and use available resources.

### **D. Certificates, Licenses, Registrations:**

1. Possession of a California Motor Vehicle Operators License.
2. Good driving record.
3. Department of Justice and Federal Bureau of Investigation criminal record clearance.
4. Health screening including a TB test performed by a Watch Resources, Inc. designated physician verifying ability to complete job duties and confirming the absence of contagious disease.
5. Possession of a Red Cross First Aid and CPR Certificate.

**SUMMARY OF CUSTOMARY PHYSICAL DEMANDS:** The physical demands described below are representative of those that must be met by an employee to successfully perform

the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ACTIVITY SUMMARY					HAZARDS, WORKING CONDITIONS, EQUIPMENT USED		
	Never	Occasionally (1-33%)	Frequently (34-66%)	Constantly (67-100%)	*For those marked with an asterisk, if yes, then list specifics under <b>TYPES OF EQUIPMENT USED</b> area.	Specify One	
						YES	NO
					Driving Vehicles/Equipment*		X
					Operating Equipment/Machinery**	X	
					Exposure to Dust, Gas, Fumes		X
					Exposure to Hazardous Materials		X
					Possible Exposure to Blood/Body Fluids	X	
					Exposure to High Noise Levels	X	
Sitting			X		Walking on Uneven Ground	X	
Standing			X		Exposure to Marked Changes in Temperature		X
Walking		X			Use of Safety Equipment (Ear Plugs, Glasses, etc.)*	X	
Crawling	X				Hearing Impairment Acceptable	X	
Bending Over		X			Color Vision Impairment Acceptable		X
Reaching Overhead		X			Clear Vision at 20 Inches or Less Required	X	
Balancing		X			Clear Vision at 20 Feet or More Required	X	
Pushing/Pulling		X			LIST TYPES OF EQUIPMENT USED ON THIS JOB:		
Lifting/Carrying			X		* Must be able to drive to and attend events and meetings.		
<input type="checkbox"/> 10 lbs. or less		X			** Computer, Fax Machine, Calculator, Printer, Copier, Telephone.		
<input type="checkbox"/> 20 to 50 lbs.		X					
<input type="checkbox"/> Over 50 lbs.	X						
Skin/Hands in Water		X					
Exposure to Chemicals		X					
Foot Controls Used	X						
Repetitive Hand Use	X						
Firm Grasping Required		X					
<b>COMMENTS ON ANY OF THE NOTED ITEMS OR ANY OTHER PHYSICAL OR SPECIAL REQUIREMENTS OF THIS JOB:</b>							
Must be able to perform essential functions with or without accommodation.							

**Work Environment:** The work environment conditions described here are representative of those any employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable an individual with disabilities to perform

the essential functions.

1. Small to medium size shared office area with central heating and air conditioning system, accessible to the disabled, noise level low to moderate; lighting provided by artificial means, area may or may not have an outside window.
2. Meeting or work areas: Large to small in-door rooms with central heating and air conditioning system, accessible, noise level low to moderate to high, lighting provided by artificial means and windows.
3. Environment of off-site meetings unknown.
4. Out-of doors, in and out of car, weather conditions dependent on the season, temperatures: low, 30° to high 100° plus.

I have read and understand and am able to perform the job of Director of Vocational and Adult Learning. I have received a copy of this Job Description.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_