JOB DESCRIPTION

**VICE PRESIDENT OF WORKFORCE DEVELOPMENT**

**(Member of Executive Leadership Team)**

**FLSA: Executive/Exempt**

GENERAL STATEMENT OF RESPONSIBILITIES:

The Vice President of Workforce Development oversees the day-to-day administration of the Workforce programs. To lead, plan, organize, implement and monitor program services designed to assist individual program participants in the achievement of their career development goals and potential. Programs must be responsive to the objectives of referring agencies, in compliance with the standards of regulatory commissions and accrediting entities and be operated on a cost-effective basis. This position is responsible to and supervised by the President and Chief Executive Officer.

DUTIES:

1. Responsible for developing, implementing and monitoring an annual operating plan for the Workforce Development Program with clear and quantifiable objectives for each program.
2. Responsible for developing, implementing and monitoring an annual budget for the Workforce Development Program.
3. Responsible for developing and ensuring a high positive morale among staff capable of providing efficient, effective, delivery of direct services.
4. Responsible for the planning and implementation of all efforts designed to maximize program utilization. This includes direct responsibility for identifying sources of funds and developing grant requests and funding proposals.
5. Responsible for maintaining a positive relationship with referral and funding organizations to the extent that mutual problems can be resolved, and services adapted are delivered to meet the individual needs of the participants.
6. Responsible for developing and maintaining positive relationships with community partners of governmental, public, private, educational and faith-based organizations. Identifies desirable partners and works to develop such partnerships. Markets programs to such entities.
7. Responsible for developing programs to meet the needs of referral and funding sources that are consistent with the organization’s mission.
8. Responsible for participating at local, state and national levels in planning and creating new services. Maintains in-depth knowledge of issues affecting STEPS and the industry.
9. Responsible for assuring that all services conform to applicable standards, laws and codes of ethics, as well as regulatory standards.
10. Responsible for developing, implementing and monitoring an effective Program Evaluation System.
11. Responsible for managing program supervisors and employees. Responsible for overall administration, direction, coordination and evaluation of the program.
12. Responsible for carrying out supervisory responsibilities in accordance with organization’s policies, procedures and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
13. Responsible for providing vocational counseling, case management and back-up supervision as needed.
14. Other duties as assigned.

REQUIRED QUALIFICATIONS: The Vice President of Workforce Development must have a Master’s Degree in a related field or a Bachelor’s Degree with at least five (5) years of demonstrated success in this field. The Vice President should have knowledge of and experience with the Commission on Accreditation of Rehabilitation Facilities (CARF) and the Community Services Block Grant (CSBG) performance standards.

KNOWLEDGE, SKILLS AND ABILITIES:

1. The Vice President is in a leadership position that requires intimate familiarity with agency goals and policies in order to ensure adherence to those established policies and procedures.

2. The Vice President must strive to maintain an optimal environment with the department and establish a working system of communication vertically in order to permit the exchange of ideas and information with all elements of the agency.

My signature below indicates that I have read and understand the job description and agree that I am qualified to meet the requirements of the Vice President of Workforce Development position with or without reasonable accommodations. I also agree that job descriptions are subject to change to meet the growing service demand of clients and the growth and development of the agency.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

1. Skill in communicating in spoken conversation – adequate volume speech.
2. Skill in writing/reading.
3. Skill in mathematics.
4. Normal hearing required for conversation, telephone use, and emergency information systems.
5. Visual acuity, depth perception, and field of vision within normal range.
6. Accurate color vision.
7. Must be independently mobile on all surfaces and situations.
8. Must be able to move safely about work area.
9. Must be ambulatory on all surfaces and situations.
10. Must be able to stand at least 2 hours per day and sit at least 12 hours per day.
11. Must have bilateral use of hands for repetitive single grasp and release tasks.
12. Must have bilateral use of hands for repetitive fine manipulation.
13. Must be able to perceive size, discrimination, temperature, shapes, and/or textures.
14. Must have the physical stamina to work at least 12 hours per day.

EMOTIONAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

1. Must be able to change routine in a positive manner.

2. Must be able to follow through on assignments independently.

3. Must have good organizational skills.

4. Work output must be at a competitive level.

5. Must be able to solve problems as they arise.

6. Must have stable work behaviors on a daily basis.

7. Must have adequate individual coping skills.

8. Must be able to maintain good work attendance.

9. Must be able to participate in decision making and initiate ideas for system improvements.

10. Must be able to respond appropriately to emergency situations.

11. Must be able to exercise good judgment in an effort to maintain a safe work environment.

CONFIDENTIALITY STATEMENT

I acknowledge the receipt of a copy of STEPS’ Employee Handbook.

I understand that persons receiving STEPS services (participants) are protected by a code of Human Rights. I further understand that I am not to discuss issues concerning STEPS participants as this information is confidential and cannot be released per state law. I am also aware that violation of participants’ rights, which includes breach of confidentiality, will result in my services no longer being needed by STEPS.

I understand the responsibilities of this position and am capable of performing the physical and emotional demands required.

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Signature Date

01/16/2019

03/09/2020