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JOB TITLE: **COMMUNITY EMPLOYMENT MANAGER**
PROGRAM/LOCATION: MT. PLEASANT, MI
DATE AVAILABLE: IMMEDIATE
REPORTS TO: SHERI ALEXANDER, DIRECTOR OF EMPLOYMENT SERVICES
SCHEDULE/HOURS: MON-FRI (40 HOUR WORK WEEK)
APPLY TO: JORI COSTER, DIRECTOR OF HR

The Community Employment Manager is responsible for the day to day operation of services in their designated department. Duties include developing meaningful community-based employment related opportunities, skill building training, ensuring the implementation of person-centered plans, supervising assigned staff, developing and ensuring the implementation of training curriculums to maximize skills acquisition, and monitoring services provided in the community, including services provided outside of traditional business hours. The Community Employment Manager will assure compliance with agency policy, CARF and program outcome standards. This position will report to the Director of Employment Services.

MINIMUM QUALIFICATIONS:

Experience/Education Required: Bachelor’s degree in a human services field (such as special education, social work, psychology or rehabilitation). Substantial experience in the field may be considered in lieu of a degree. One year of supervisory experience required.

Skills Required:

Must be able to communicate effectively with management, staff, persons receiving services and other customers. Excellent organizational and analytical skills. Computer literate. Professional demeanor. Experience with community collaboration, and the ability to build community relationships.

NOTE: Internal candidates should note that past performance reviews will be used in the selection process. Employees who have received disciplinary action within the past year may be excluded from the interview process at the discretion of the Human Resource Department. Employees who do not meet MMI attendance requirements will not be interviewed.

MMI RESERVES THE RIGHT TO HIRE THE MOST QUALIFIED PERSON FOR THIS JOB. POTENTIAL CANDIDATES WILL BE EVALUATED ON MINIMUM AND PREFERRED QUALIFICATIONS AS WELL AS THE ABILITY TO PERFORM DUTIES OF THE POSITION. MMI IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO PERSONS WITH DISABILITIES.

Posted: September 4, 2020