



2426 PARKWAY DRIVE

MT. PLEASANT, MI 48858

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POSITION AVAILABLE:

Community Employment Program Manager

MMI is committed to creating inclusive communities and meaningful connections through employment and training. With this mission, we are looking for a compassionate individual with management experience to help lead our community employment program. Our Community Employment service provides employment opportunities to people receiving services with contracted work within the local community. It includes vocational exploration, job placement, job coaching, and follow along services to assure continued employment success. As a manager of this program, you will ensure a quality service is provided to both our persons served and the community employment contracts.

Responsibilities:

- Responsible for the day-to-day operation of services in their designated department.
- Develop meaningful community-based employment related opportunities.
- Provide skill building training for employees and conduct monthly staff training.
- Supervise assigned staff to ensure the implementation of the person-centered plan.
- Develop and ensure the implementation of training curriculums to maximize skills acquisition.
- Monitor services provided in the community including services provided outside of traditional business hours.
- Maintain compliance with agency policies, CARF and program outcome standards.

Qualifications & Skills Required:

- Bachelor's Degree in 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.
- A minimum of two years of supervisory experience required.

- Effective communication with management, staff, persons served, and other customers.
- Excellent organizational and analytical skills.
- Computer literacy with competent use of Microsoft Office programs such as Word and Excel.
- Professional demeanor with ability to oversee a team of employees.
- Comfortable with community collaboration and ability to build community relationships.

Position Details:

Pay: Starting at \$36,000 annually, based on experience and qualifications

Hours: Subject to flexibility to meet the needs of the person served, but typically Monday - Friday day shift.

Location: Main office is located in Sidney, but flexibility is required within Montcalm & Gratiot Counties

Benefits: After introductory period completion, fulltime employees are eligible for benefits including generous paid time off, medical insurance, vision and dental insurance. PTO is in addition to our 12 paid holidays including the week between Christmas and New Year!

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.