

## **JEWISH FAMILY SERVICES JOB DESCRIPTION**

**JOB TITLE:** Employment Programs Manager  
**DEPARTMENT:** Employment & Economic Empowerment  
**REPORTS TO:** Employment & Economic Empowerment Programs Director

### **PURPOSE/SCOPE OF RESPONSIBILITY**

To manage PATH, Refugee Social Services, and Career Services programs; coordinate job development services, and provide case management, career counseling, job placement to refugees and other eligible populations.

**Supervises:** Department staff, interns and volunteers

### **ESSENTIAL DUTIES, RESPONSIBILITIES, & COMPETENCIES**

1. Provides regular supervision to program staff, interns, and volunteers.
2. Manages programming and reporting in compliance with grant and contract requirements.
3. Manages program budgets and resources and engages in resource development
4. Maintains client-related documentation standards by preparing and completing in a timely manner all required records and reports
5. Actively engages and networks with employers/other employment agencies and works closely with other MWAs to develop jobs.
6. Represents the agency at community agencies and partners, including Department of Health & Human Services, Michigan Works Southeast, and others.
7. Classroom instruction: develops and leads employment-related classroom activities, workshops.
8. Assists clients with resume preparation, cover letters, portfolios, interviews.
9. Works closely with **E**nglish as **S**econd **L**anguage Instructors/Volunteer Tutors on coordinating of Vocational ESL service delivery.

10. Works closely with clients, staff, and community partners on barrier removal (problems preventing the clients from obtaining and retaining employment), one-on-one and/or in group settings.
11. Involved in creating various relevant program materials and outreach
12. Participates in volunteer and intern training and engagement strategy.

### **OTHER DUTIES, RESPONSIBILITIES, & COMPETENCIES**

1. Meets client's needs by participating in the planning for necessary services in the agency.
2. Shares professional knowledge with staff by seeking out professional development opportunities and sharing new learning with staff.
3. Establishes the agency as a credible service provider by presenting information at community workshops.
4. Supports agency operations by appropriately representing the agency in all forums and by demonstrating commitment to agency philosophy, mission, goals, policies and procedures.
5. Contributes to team effort by accomplishing related results as needed.
6. Contributes to effective use of agency resources by identifying and implementing options for cost containment.
7. Uses time effectively by appropriately planning, organizing and scheduling required work hours to meet agency needs.
8. Demonstrates effective judgments by making appropriate decisions, as well as conducting and maintaining professional manners and appearance at all times.
9. Maintains safe and clean working environment by complying with health and safety guidelines.

### **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Minimum of a Master's degree in Social Work or a related field, or 5 years of equivalent experience.

**REQUIRED LANGUAGE SKILLS**

Ability to express oneself in an articulate and effective manner both verbally and in written communication.

Comfort communicating with individuals for whom English is their second language.

**REQUIRED REASONING ABILITY**

Ability to deal with abstract as well as concrete concepts, problematic people and situations.

Ability to define problems, collect data, establish facts and draw valid conclusions.

**The salary range, duties and responsibilities of this position meets the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position.**