



The Arc Gateway, Inc. Job Description

Job Title: Department Manager
Department: Pollak Training Center- Adult Enrichment
Reports To: PTC Program Manager

SUMMARY Develop, implement and coordinate Adult Enrichment services at PTC; provide case management, ensure program participants receive appropriate services and supervise assigned staff.

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

- Coordinate Adult Enrichment services and production activities
- Develop curriculum, on-site/off-site activities and products
- Maintain wage and hour compliance
- Assess ongoing progress/satisfaction of persons served and modify curriculum and/or requisition program supplies as appropriate
- Supervise and schedule assigned staff, request staff training and other resources needed to provide appropriate services/experiences to program participants
- Oversee Adult Enrichment program; prepare internal documentation and reports, assist in preparing annual Adult Enrichment budget and monitor monthly fiscal status. Maintain regular communications with PTC Manager and attend relevant meetings
- Provide case management to assigned participants through prescribed documentation, regular assessment of services and behavioral management, intervention, and support. Work closely with persons served, families, and Support Coordinators to assure all needs are met.
- Assure that minimum standards from relevant agencies (APD, ESE School Contract, CMS, etc.) are observed through regular records review.
- Oversee the health and safety status of the Adult Enrichment area through regular inspections, emergency drill training for staff and program participants. Stock adequate first-aid supplies and adhere to proper medication procedures.
- Participate in PTC community retail sales projects. This includes art shows and special events. Participate in Arc community projects; Day of Caring, fund-raisers, etc.
- Advocate for people with developmental disabilities through public/community relations.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide back-up coverage in emergency situations. This includes answering telephones, completing/distributing participant payroll and assisting with other department area coverage.
- Participate in community public relations efforts. This includes presentations to special interest groups and conducting tours of PTC. Write articles for Red Wagon, PTC newsletter, Swish Tails, etc.

SUPERVISORY RESPONSIBILITIES Supervises non-supervisory employees of the Adult Enrichment Department in accordance with the organizations policies and applicable laws.

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.

EDUCATION and/or EXPERIENCE Associates degree (A.A.) or equivalent, two years related experience, and at least one year supervisory experience preferred. Minimum of a high school diploma or GED and two years



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of direct, care-related experience. Basic computer literacy and a working knowledge and experience with Microsoft Office and Excel required.

LANGUAGE SKILLS Ability to read, analyze and interpret technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from persons served, regulatory agencies, or members of the business community. Ability to write speeches and article for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and boards of directors.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS Must be able to pass FDLE background screening, Department of Children and Families Abuse Registry Check, local law enforcement background check, Affidavit of Good Moral Character, and drug screen. Successful completion of CPR, First Aid, Core Competencies, Zero Tolerance, HIV, and HIPAA certifications will be required.

PHYSICAL DEMANDS The physical demands described here 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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required for this job include close vision, distance vision, peripheral vision and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in work environment is usually moderate to loud.

Beginning Salary: 14.00/hr

Working Hours: 7:15 am – 3:15 pm

Status: non-exempt