

Job Description

Job Classification: Manager – Workforce Development & Investment

Summary: The Manager of Workforce Development & Investment will focus on employment efforts and programs for participants of public housing, ex-offenders, and Transitional Jobs programs within the department of Supportive Housing, Case-management, Employment, & Prevention Services. The successful candidate will supervise a minimum of two programs and be responsible for program and contractual outcomes. Individual accountabilities and work volume will be established through the development of annual Success Objectives, within the framework outlined below.

Essential Duties and Responsibilities:

General:

- Ensures the implementation of organization and program/department policies and procedures. (e.g. personnel, financial, client eligibility, Standards of Professional Conduct, etc.)
- Hires, trains, supervises and evaluates program staff.
- Oversees program and contractual outcomes and provides necessary reports to funders and Associate Director of Workforce Development & Investment as required.
- Prepares and maintains employment database containing employers and participant information.
- Provides general management of budget with Associate Director of Workforce Development & Investment.
- Attends internal and external meetings as required.
- Keeps current in field of employment services through committee work, coalitions and workshops.
- Reads and comprehends contract requirements and develops logic models.
- Participates in quality assurance activities as required by organization.
- Other duties as assigned.

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:** Bachelors degree and 3 years experience OR combination of education and documented employment program experience.
- **Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- **Computer Skills:** Must know MS Word and Excel, as well as familiarity with Internet and Outlook.
- **Other Qualifications:** Must have valid Illinois Drivers license and be able to independently travel throughout Chicago and surrounding suburbs. May require weekend and evening hours.

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 talk and hear.
- While performing the duties of this job, the employee is frequently required to stand, sit and walk.

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.

- The noise in the work environment is moderate.