

Job Summary:

The job of Regional Coordinator - SEE was established for the purpose/s of managing the contract with the Social Security Administration's Ticket to Work program called "A Ticket to Success" which provides job services to adults with disabilities who want to return to work. The Regional Coordinator will also manage the More Opportunities for Viable Employment (MOVE) program which provides job services and relocation to other areas of the United States for adults in Tulare County receiving Temporary Assistance to Needy Families (TANF) through a contract with Tulare County Health and Human Services Agency. Programs overseen by this position will vary from time to time depending on funding sources and requirements.

Essential Functions:

- ▶ Attends meetings, conferences, trainings, seminars, and webinars for the purpose of learning and maintaining knowledge of current and future policy initiatives, regulations, operational procedures and performance outcomes.
- ▶ Calculates/Compares information from several database/spreadsheet systems for the purpose of evaluating Annual Performance Measures and assuring that staff is performing adequately.
- ▶ Communicates/Monitors confidentiality and privacy compliance rules concerning client personal data for the purpose of meeting contractors' requirements of the programs.
- ▶ Coordinates/Collaborates with administrators, department heads, and other TCOE personnel for the purpose of providing recommendations, resolving issues/conflicts and keeping key TCOE staff apprised of program outcomes.
- ▶ Develops/Implements/Negotiates/Evaluates contracts and memorandums of understanding with government agency contractors, community foundations or other agencies or companies for the purpose of providing quality job services for our clients and meeting budget requirements of both programs.
- ▶ Generates monthly, quarterly and annual reports as required for the purpose of maintaining accurate statistical data and assuring contract requirements and performance outcomes are met.
- ▶ Implements/Trains staff in changes to policy, procedures, and operations according to program requirements for the purpose of complying with contractual agreements and assuring success of the programs.
- ▶ Negotiates/Builds/Creates strategic partnerships and networking opportunities with various local, state, federal, and private companies for the purpose of ensuring that participation requirements are met for both programs and successful job placements are achieved.
- ▶ Oversees the Ticket to Work Program called A Ticket to Success in the service area of Fresno, Kings, Madera, and Kern counties, and the MOVE Program in Tulare County, or other similar programs that may be acquired for the purpose of developing, implementing, and evaluating the program and its performance outcomes.
- ▶ Oversees Ticket to Work job placement and retention tracking, and milestone and outcome billing for the purpose of troubleshooting, developing solutions, making effective decisions and corrections to ensure that adequate funding measures and performance goals are achieved.
- ▶ Oversees/Monitors financial management, budgets, income and expenses for the purpose of assuring that resources are managed accurately according to accounting principles and funding source requirements.
- ▶ Participates actively in the National Employment Network Association for the purpose of keeping apprised of policy and legislative issues, day-to-day operation and payment issues, and communicating with other Employment Networks to stay on top of best practices and ongoing changes in the Ticket to Work Program.
- ▶ Researches/Identifies/Writes/Negotiates local, state, federal, or other grant proposals for the purpose of maintaining and fostering growth in the programs and meeting budget requirements.
- ▶ Selects/Places/Supervises/Evaluates staff for the purpose of ensuring that appropriate staffing levels are met, scheduling work assignments, monitoring performance, and providing feedback and support.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - interpret, evaluate, and implement applicable laws, regulations, codes, and procedures;
 - utilize Microsoft Office software including database programs similar to Access, spreadsheet programs, presentation software, email, online webinar programs and other Internet communication tools, and other technology;
- ▶ **Knowledge of:**
 - Social Security Disability Work Incentives and/or The Ticket to Work Program is highly desirable;
 - Temporary Assistance to Needy Families (TANF) Program is highly desirable;
 - grant writing and negotiation techniques is highly desirable;
- ▶ **Ability to:**
 - work cooperatively with a variety of groups, individuals, community agencies, and employers;
 - analyze problems, identify solutions, project consequences, and implement recommendations in support of program goals;
 - develop and monitor program and project budgets, prepare and present a variety of financial reports and program activity reports;
 - travel, locally and out of county, using own vehicle;
 - plan and direct major programs and specialized services for people with disabilities and families on TANF.

Responsibilities include: working under direct supervision using standardized procedures; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 85% sitting, 7% walking, and 8% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- ▶ Job-related experience with increasing levels of responsibility is required.

Education Required:

- ▶ Bachelors degree in job related area.
- ▶ Bachelor's degree can be substituted with five years of job-related experience, preferably in providing job services to adults with disabilities or on TANF.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.