



PRODUCTION COORDINATOR – CENTER-BASED EMPLOYMENT (CBE)

Scottsdale Training & Rehabilitation Services (STARS) is seeking a F/T Production Coordinator to join the Center-Based Employment Team (CBE). Incumbent will foster a caring positive image and serve to improve the lives of individuals with developmental and cognitive disabilities.

STARS is a non-profit organization in Scottsdale that serves youth and adults with developmental disabilities along with their families. STARS mission is to improve the lives of people with developmental disabilities by providing a wide array of programs that serve a variety of needs. STARS offers day training programs for adults as well as employment opportunities in its work centers and the community. STARS offers after school and summer camp programming for young people with developmental disabilities. STARS pursues opportunities that contribute to a person's quality of life, including art, music, cooking and movement classes that take place weekly. STARS empowers individuals with developmental disabilities and their families to be able to integrate into the life of the community. STARS staff is trained, enthusiastic and devoted to its mission: improving the lives of people with cognitive and developmental disabilities through opportunity. STARS operates at two sites in Scottsdale and is open Monday through Friday 8:00 am to 4:00 pm. We are always interested in new team members who display a passion for service and improving the lives of others.

POSITION SUMMARY

Responsible for supervising the Center-Based Employment (CBE) Program for adults with developmental disabilities. Supervisor leads instructors in training participants to develop skills and behaviors that will enable them to most fully realize vocational aspirations and support transition into a more integrated employment setting (if desired). Includes managing and leading program instructors, manages production schedules to meet quotas for work center contracts, acts as an instructor in times of staff absence, and helps maintain day-to-day operations. Accountable for interacting with and providing a safe environment for participants to engage in gainful, productive and paid work.

SUPERVISES: CBE Instructors

DUTIES AND RESPONSIBILITIES:

- Manage assigned staff members including scheduling, time off coordination, correspondence, staff counseling, staff discipline, employee evaluations, payroll (for both instructors and participants).
- Coordinate with Program Manager for staffing needs when staff are absent.
- Mentor instructors at multiple STARS locations to support their long-term success.
- Provide leadership and training to program instructors to support participant developmental needs.
- Work in partnership with manager of case management (CM) to train instructors regarding history of participants and develop strategies that best address behavioral challenges.
- Work in partnership with case management (CM) coordinators to evaluate performance and general job-related skills of each member; identify both strengths and barriers to successful movement.
- In consultation with the member's planning team, develop strategies to capitalize on strengths and remove or minimize barriers to success/progressive movement.
- Collaborate with case coordinators and program manager during intake process for new/potential participants.
- Train and evaluate instructors on tasks such as client job assignments, facilitation of time studies, payroll data entry and quality control expectations for work center contracts.
- Train staff to provide attendant care, mealtime assistance and transfer of participants to and from wheelchairs, as needed.
- Work in partnership with CBE program manager to maintain and/or implement time studies as required of 14c FLSA certificate holders.
- Maintain day-to-day communication (as needed) with active work center contractors.

- Coordinate daily and weekly production schedule to meet delivery dates for existing vendors.
- Schedule and coordinate flow of work within or between CBE sites to meet delivery dates and monthly production quotas.
- Revise and reschedule orders to compensate for rush order priorities and/or material shortages
- Remain current on required training.
- Administer non-prescription/prescription medication, as prescribed by licensed medical professionals.
- In times of CBE program staffing shortages, have flexibility to assist at either site.
- Show respect and deal appropriately with co-workers, community partners, participants and families/guardians.
- Adhere to STARS confidentiality, policies and state and federal regulations.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's degree in Education, Special Ed., Social Services, Behavioral Health. Two years' experience working with disabled youth/adults in vocational, rehabilitation or similar services. One-year supervisory experience. OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.
- Must have AZ driver's license, clear driving record and meet requirements by agency's insurance. Must meet DES requirements for fingerprint clearance. Must undergo a criminal/background screening.
- Must be able to lift 40 pounds.
- Must be able to frequently stand; walk; sit and able to assist participant with physical challenges, such as pushing a wheelchair, kneeling, reaching, stretching, bending, etc.
- Must be able to operate an agency transport vehicle; monitor participants visionally/auditorily. perform crisis intervention techniques to prevent behavior harmful to the participants or others. Respond appropriately in crisis situations by calling for assistance as needed; and able to physically perform First Aid/CPR.
- CPR, First-Aid, Article 9, Prevention and Support; preferred.

DESIRED QUALIFICATIONS:

- Excellent organizational skills and strong attention to details. Excellent written and verbal communication skills.
- Knowledge of developmental disabilities and of training/intervention strategies used with individuals with developmental, as well as other disabilities.
- Knowledge of behavior modification skills.
- Demonstrated skills in time management, multi-tasking and priority setting.
- Ability to effectively work independently and professionally.
- Ability to plan, anticipate needs, have excellent follow-through and problem-solving skills.
- Ability to maintain a positive attitude and collaborative working relationships with Coaches, enclave employer, participants, staff, families and people from various funding sources.
- Strong technical skills with the ability to learn new programs quickly and independently.
- Above average proficiency in Microsoft Office Suite; specifically, Word, Outlook, Excel.

STARS is an Equal Opportunity Employer committed to a diverse and inclusive workforce. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, or any other legally protected status. Website: www.starsaz.org