



Job Title: Programs Manager

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Position Summary

This position, in collaboration with the Site Director, is responsible for ensuring the work environment provides consistent proactive support focused on encouraging and reinforcing behavior that aligns with Lafayette JeffCo's core values. The Program Manager is responsible for establishing and maintaining the delivery of Positive Behavior Supports both universally and individually. The Program Manager collaborates with employees and their support networks to ensure the workplace includes sustainable systems for improving productivity, satisfaction, job retention, and increasing capacity for hiring additional employees with IDD.

Reports to: Site Director

Location: Lafayette JeffCo

Department: Programs

Key Interfaces: Employees and guardians, Site Director, Production Manager, Production Staff

Key Responsibilities:

1. Employee Management

- Implement Lafayette's sitewide universal positive behavior supports that promote safe and respectful work environment
- Manage recruiting, interviewing, and onboarding of certified employees
- Work with employees to develop individual goals and complete related documentation
- Review, distribute, and adapt all applicable agency policies with certified employees
- Create and/or identify employee supports that align with evidence-based practices

2. Compliance

- Ensure Workshop Program Outcomes are aligned, measured, and reported according to designated funding timelines
- Facilitate other programs as they relate to Program Department Objectives
- Utilize SETWorks to manage employee related data and generate reports
- In coordination with the Site Director and Safety Committee, facilitate and maintain documentation of all employee related safety trainings
- Maintain procedures to monitor project demand including detailed waiting lists

3. Enhancement

- Implement individualized employee career development goals
- Establish collaborative community relationships for partnerships that provide employees with access to wellness activities

4. Operational Collaboration

- Lead staff positive behavior support training for Lafayette JeffCO
- Collaborate with the Production team to support employee success



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Qualifications:

- Minimum education: Bachelor's degree in related field, special education, education, etc.
- Minimum 5+ years' experience in field
- Certification in Special Education preferred
- A passion for working with adults with Intellectual & Developmental Disabilities
- Proficient using Microsoft 365 Office Suite
- Organized and detail oriented
- Excellent communication skills, both oral and written

**Call Heather Rice, Director of HR at
636-227-5666 ext. 1120 for more
information.**