



## Career Transition Services (CTS) Supervisor

Reports to the Center Director and is a salary, exempt position. Responsible for organizing, planning, administering, and supervising the CTS Program through cohort enrollment and case management efforts. Demonstrates on-going commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

### **Duties and Responsibilities:**

- Demonstrates and abides by ODLE Core Values and operating principles.
- Plans, directs, and supervises the activities of the OA and Career Transition Services Programs, including ensuring proper planning, scheduling, and effective implementation of all activities in program areas. Supervises procurement and use of supplemental materials, including multimedia equipment.
- Prepares and reviews reports and records of activities to ensure progress is being accomplished and objectives attained.
- Case notes and PCDPs are up to date per PRH.
- Promotes CEP/OTP programs.
- Adheres to cohort enrollment, case management efforts, and career transition services of two (2) industry clusters (Health Care and Construction).
- Assesses personnel promotions, transfers, and merit evaluations within the department. Conducts and prepares performance appraisals.
- Prepares and submits reports as required. Ensures proper records on student progress are maintained by the OA/ Career Transition Department.
- Formulates proposals and makes recommendations to the Center Director.
- Monitors budget and related areas for assigned departments and maintains spending limits.
- Clearly communicates and consistently models appropriate CSS and employability skills including personal responsibility and computer fluency.
- Maintains accountability of staff, students, and property, adheres to safety practices in all areas of responsibility.
- Cultivates and maintains a climate on center that is free of harassment, intimidation, and disrespect to provide a safe place for staff and students to work and learn.
- Performs other duties as assigned

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

### **Education and Experience Requirements:**

- Bachelor's degree in counseling or related field from a four-year college or university and two years of related experience and/or training; or equivalent combination of education and experience.
- Prefer Master's degree and expansive experience with disadvantaged youth.
- Valid State driver's license in the state of employment with acceptable driving record.

**Additional Requirements:** Sound knowledge of vocational training programs. Excellent communication skills, both oral and written. Ability to inspire and motivate staff. Ability to compose descriptive reports. Able to remedy dysfunctional behavior and intervene with students in crisis with aggression control/ safe physical management restraint techniques; successfully complete mandated training courses. Ability to obtain and maintain a valid CPR/First Aid certificate. Ability to communicate effectively and relate to trainee population. Position requires an ability to operate office equipment. In addition, individual must be able to interact with team members and maintain an effective working relationship with all facility staff and departments.

**Working Conditions:** This position involves frequent sitting and occasional standing and walking. Applicant must be able to see, hear, and speak.

**Environmental Demands:** Position requires ability to spend 5% of work time outside and 95% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in high temperature settings during the summer months; and ability to work in low temperature settings in winter months.

**ODLE is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.**