

Supervisor for PACE Shredding IDD Waiver Program

This position supervises the daily activities of the IDD Waiver program participants and staff in Shredding and serves as a back-up for the Manager and CSRs (Drivers).

Full-time + benefits, \$14.00/hr

*** link to APPLICATION: <https://www.formpl.us/form/5882084658774016>

QUALIFICATIONS

- College training with an emphasis in psychology, special education, rehabilitation, social work or related field preferred.
- A High School diploma or GED and two years of experience working with individuals with disabilities
- Three (3) years supervisory experience
- Good verbal and written communication skills
- Skills and/or training in customer service
- Knowledge of disabilities and how the workforce may be impacted
- Demonstrated ability to give clear instructions in an encouraging tone
- Moderate computer skills required (Word, internet, Excel)
- Able to maintain security of confidential information and devise security protocols
- Ability to complete in-house training in CPR, First Aid, and Comprehensive Crisis Management
- Must be able to complete and pass a Criminal Background Investigation and drug screening
- Able to drive a box truck and obtain a class D WV Driver's License

IDD Waiver Program Responsibilities

- Serve as a job trainer and counselor to participants with the intent of encouraging good work habits and to provide the best possible work experience.
- Supervise and provide necessary training and ongoing guidance to Job Specialists
- Manage staffing schedule and specific assignments in coordination with concerns of BSPs
- Assess work quality and performance of direct care staff and provide coaching and disciplinary action as needed
- Implements systematic training according to Waiver program plan requirements at the request of the BSPs and other program staff
- Relates problems, concerns, information, program ideas in a timely manner to the Behavior Support Professionals
- Monitor staff to ensure documentation is completed within the time frame required
- Reviews program documentation for accuracy and completeness

Secure Document Destruction Responsibilities

- Lead employees in operating Sorting and Shredding equipment
- Ensure quality control and a high level of security by revising and implementing policies and procedures and following established SDD operating procedures
- Serve as a back-up Customer Service Representative as needed

- Maintain a clean and safe work environment and enforce safety regulations and work rules

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PACE Enterprises is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.