



HIGHLINE COLLEGE (WA)
invites applications for the position of:

Community & Employment Services Director

SALARY: \$57,000.00 - \$59,000.00 Annually

OPENING DATE: 03/19/15

CLOSING DATE: Continuous

GENERAL SUMMARY:

This position is open continuous. First consideration will be given to those applications received online by April 9, 2015.

Highline College is situated in a diverse community just 20 minutes south of Seattle where we serve a student population of over 70% students of color, representing over 35 nations and more than 100 languages. The college embraces equity, inclusion, and social justice, with core goals of Student Attainment, Diversity, Community Engagement, and Sustainability. Highline received a distinguished Award of Excellence from the American Association of Community Colleges in 2014, as well as the Higher Education Excellence in Diversity (HEED) award in 2013 and 2014. The college was also named one of the Chronicle of Higher Education's Best Colleges to Work For in 2010 and 2013.

Under general supervision, the Community Employment Services Director reports to the Executive Director of Community Education and Training Services and is responsible for negotiation and oversight of grants and contracts through King County, Washington state Division Disability Administration (DDA) and the Department of Vocational Rehabilitation (DVR) and required CARF International Accreditation.

This position works in liaison with the ACHIEVE Transition Program and school districts as students complete one and two year Certificates and are referred to the operational unit for Employment Placement Services. It is further responsible for the supervision of the operational unit that provides Employment and Community Access Services and works with business and industry to develop, support and maintain employment placements.

This is a full-time, exempt status position. Evening and weekend hours may be required.

ESSENTIAL TASKS:

Project and Program Development (20%)

- Provide Marketing, Education and Training to Businesses and Labor Unions in the Social Aspects, Strategies, Design, Training and Retention of Employees hired in Supported Employment.
- Market, Collaborate and Consult with K-12 districts and the ACHIEVE program staff to promote the concepts and availability of Best Practices transition services for 18-21 year olds.

Supervision and Team Development (40%)

- Work with Employment Services Team Leads and Administrative support staff lead to identify priorities and establish and reach measurable goals that meet or exceed funders mandates.
- Supervise the development of outcome based performance standards for up to ten staff and two hundred + students in employment and community based programs college.
- Serve as a liaison between various departmental programs within post-secondary setting to ensure standardized best practice methods, facilitate improved integration of similar services and promote a seamless experience for students utilizing multiple programs in achieving employment and educational goals.
- Develop and implement information management systems by incorporating best practice in program design and team structure in order to maximize staff expertise and enhance performance outcomes.
- Encourage the development and productivity of the Employment Services teams by providing leadership,

clear communication and focus on the vision, mission, and goals.

- Directly Supervise those on the Employment Services team Leads providing opportunity for leadership and professional growth.
- Oversee existing services presently provided for students and ensure appropriate and quality services.
- Coordinate efforts with generic community resources to increase/enhance existing services.
- Shared responsibility for policy development and the coordination service delivery within the department.
- Responsible for participation of staff recruitment, team development and other personnel related issues.
- Partner with other department programs as needed to fulfill mutual goals.
- Coordinate referral services for the employment programs including intake and informational meetings and capacity coordination.

Leadership (30%)

- Support a systemic view of the department and College and provide skills and input as applicable towards the changing needs of the department and the College as a whole.
- Support and participate in the development of an emerging organizational structure that supports new regulations adopted by program funders and addresses the dynamic needs of students while utilizing staff to the greatest capacity.
- Establish, maintain and grow relationships to positively represent Highline College Services to the community, including the business sector and funders.
- Provide leadership and support to the Executive Director and other program and college leaders as requested regarding departmental development and the development of additional or restructured services.
- Participate in local and international projects as requested that further the College and departmental vision and mission.
- Partner with other program managers to provide co-coordination of programs that are increasingly integrated within program area.

Professional development (10%)

- Participate in committees and meetings, both on and off campus, that enhance understanding of the College systems and various funding sources.
- Actively participate in continuing education and training as appropriate to enhance current knowledge and gain new skills.

COMPETENCIES:

- Demonstrated knowledge of local, state, and federal rules and regulations, as it relates to employment and disability.
- Demonstrated knowledge of ethnic, cultural, and disability issues.
- Knowledge of available college and community resources and/or programs.
- Demonstrated leadership abilities to successfully lead a team and achieve set goals.
- Skill in operating a computer and various supporting software packages.
- Skill in delivering public presentations.
- Skill in effective advising and counseling techniques.
- Ability to work with at-risk, culturally diverse populations, and individuals with intellectual disabilities.
- Ability to prioritize multiple projects and work in an environment with regular interruptions.
- Ability to maintain a professional demeanor during emotionally charged situations.
- Ability to explain policies and procedures, rules, and regulations in a non-threatening manner.
- Ability to effectively communicate orally and in written form.
- Ability to meet required timelines.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business Education, Psychology, Social Science or related field.
- Five years of experience working with diverse populations in employment/educational settings, including experience with marketing and job development for diverse populations, assessing student needs and coordinating community based employment placements.
- Demonstrated experience in a leadership position in a public or community based organization.

SUPPLEMENTAL INFORMATION:

Your online application must include the following attachments in order to be considered complete:

- Current Resume.
- Letter of Interest (Cover Letter) describing how your skills and abilities relate to this position.
- Diversity Response Statement.

CONDITION OF EMPLOYMENT:

Must pass a National Criminal Background Check.

The college provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, genetic information, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types).

Highline College provides reasonable accommodations for qualified students, employees and applicants with disabilities in accordance with the Americans with Disabilities Act and the Federal Rehabilitation Act. If you need more information about Access Services or need accommodations, please contact the Human Resources Department at 206-592-3812 or Access Services at 206-592-3857 or access@highline.edu.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://humanresources.highline.edu/job>

Position #000269 15-01
COMMUNITY & EMPLOYMENT SERVICES DIRECTOR
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MS 99-200 P.O. Box 98000
Des Moines, WA 98198-9800
206-592-3812

swerner@highline.edu
