**Reports To:** Director of Residential and Vocational Services

**Purpose:** [CHC] seeks a Vocational Program Manager to oversee the implementation and provision of quality vocational services within [CHC].

**Primary Responsibilities:**

1. Coordinates the recruitment and selection process, ensuring qualified employees are hired.
2. Provides day-to-day supervision of vocational program staff.
3. Creates, maintains and updates program procedures, forms, handbooks, rules, etc.
4. Assists in the development of the annual budget and agency strategic vision.
5. Represents [CHC] at vocational-oriented meetings in the community.
6. Provides direct assistance to program participants as required.

**Qualifications Summary:**

1. Bachelor’s degree in the human services field preferred. Extensive vocational experience, including program development experience, may substitute for degree.
2. Five to ten years of vocational experience required. Three to five years of management experience at a social services organization preferred.
3. Able to pass automobile insurance carrier’s motor vehicle record investigation.