



Program Director (Careers for People with Disabilities)

Job Summary:

Provides management and leadership which will encourage and enable the general excellence of the Careers for People with Disabilities services offered by the Columbus Speech and Hearing Center.

Specific Job-Related Duties:

- Shall be responsible for the management and operation of the Careers for People with Disabilities (CPD) on a day-to-day basis in accordance with the Center policies.
- Shall be responsible to recruit, evaluate, and select (with the approval of the President & CEO) and train quality staff for CPD.
- Responsible for setting standards for staff performance and conducting appropriate staff evaluations as outlined in the Center's Employee Appraisal Guide.
- Shall initiate program development and planning of CPD services, consulting with the President & CEO, consumers, and outside experts as appropriate.
- Shall be responsive to the needs of our consumers and funders with appropriate program changes.
- Shall assure CPD remains a quality program and continues to meet all accrediting requirements.
- Shall assist the President & CEO in setting staff salaries and program fees.
- Develop long-range and yearly written departmental goals and objectives and report on results at year-end.
- Shall assist the President & CEO in establishing an annual budget for CPD program revenue and expenses, as well as those of any new projects and be fiscally responsible for managing the department.
- Shall be responsible for monitoring the program evaluation system in CPD.
- Shall be responsible for monitoring and analyzing productivity of CPD staff and monthly departmental services report information.
- Assist the Communications Coordinator in developing and implementing a marketing plan for CPD's services and programs; help seek out proposal possibilities for those; and assist in grant writing to support CPD programs.
- Market the CPD programs and staff to all OOD personnel as well as other potential referrers.
- Shall approve PTO requests, time sheets, and expense requests for CPD staff.
- Conduct tours for prospective consumers, parents, counselors, and any agency or school personnel interested in CPD.
- Shall attend General Staff meetings, Management Team meetings, and other meetings as deemed necessary. Conduct and document bi-monthly CPD staff meetings.
- Shall be available beyond the regular hours of the Center as may be required for special projects and community involvement.
- Shall establish and maintain positive inter-agency relationships with public and private agencies needed to provide and/or enhance CPD services.
- Shall assist in other duties as assigned by the President & CEO.

510 E North Broadway, Columbus, OH 43214 • P 614.263.5151 • VP 614.429.1382



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Education, Experience and Special Attributes:

- Master's degree in vocational rehabilitation (counseling, evaluation, adjustment, etc.) or a vocationally related field.
- Minimum of two demonstrably successful years of professional experience in delivery of services to people with disabilities.
- High level of proficiency in verbal and written communication (ability to communicate effectively with minimal language-skilled individuals is desirable).
- Must be an individual who has shown outstanding capabilities as a leader and organizer, able to work well with people at all levels.

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Send resume and salary requirements
Attn: Julia Felts
Columbus Speech & Hearing Center
510 E. North Broadway, Columbus OH 43214
Email jfelts@columbusspeech.org

Columbus Speech & Hearing Center is an equal opportunity employer, committed to diversity and an inclusive environment for people of all backgrounds. Everyone is encouraged to apply.

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