



Cascade Community Connections Assistant Director

Position: Assistant Director

Location: Port Townsend, WA.

Status: Full-time, hourly, non-exempt. Approximately 35-40 hours per week, M-F.

Compensation & Benefits: \$29-32/hr + a wide range of benefits (listed below)

Start Date: July 1, 2022; flexible for the right candidate

Instructions: Please send a cover letter and resume with references to kc@kinshiphr.com. Open until filled; first review is June 14th, later resumes will be considered on a rolling basis.

Organization Overview

At Cascade Community Connections (Cascade), we strive for a fully inclusive society – in which each individual is provided equal access to community services and gainful employment. We proudly provide the resources and one-on-one guidance necessary for those seeking assistance with independent living, securing employment and navigating the transition from high school to broader community life.

Cascade employees are provided thorough training with 1:1 shadowing and in-depth education, giving them the tools to succeed and build their own schedules. Cascade provides a unique, supportive environment where our employees work independently to offer guidance to their clients and collaborate with community members.

Job Responsibilities

Program Management

- Plan programs from start to finish including processes, deadlines, and milestones. Responsible for timely management of plans, reports, and administrative systems. Programs include Division of Vocational Rehabilitation, Individual Supported Employment, Community Inclusion, and Community Engagement.
- Initiate and set goals for the programs based on the organization's strategic objectives. Track, evaluate, and improve programs utilizing internal resources.
- Provide client intake and assessment. Onboard new clients and assign them to staff members. Maintain thoughtful communication to all parties throughout the process.
- When needed, serve as a temporary specialist to take on clients and support staff.
- Ensure that support services are available to participants as required by their individual service plans.

Personnel Management

- Proactively foster a positive, transparent, and inclusive work environment for staff, clients, and community partners. Be the primary point of contact to field questions and provide support to staff.
- Provide recruitment, hiring, training, evaluation, and supervision to employees. Work with the Director if staff disciplinary action or termination is required.
- Manage all staff training across various programs. Identify training resources, discern valuable opportunities, and assign as necessary to staff.
- Develop and consistently improve procedures appropriate for the organization that ensure effective day-to-day management of personnel. Conduct frequent and consistent performance reviews for staff to drive performance improvement. Identify opportunities for professional development and promotion.

- Accurately maintain employee records in accordance with state and federal compliance.

Administrative Responsibilities

Compliance

- Ensure the organization adheres to all established accreditation requirements
- Maintain organization-wide safety programs and precautions with support from the Safety Officer.
- Manage and execute County and State Audits as required with support from the Director.
- In collaboration with the Director, complete the triennial accreditation process.

Contracts

- Maintain accurate records of all contracts. Complete renewals accurately and in a timely manner.

Financial Management

- Manage program billing systems and invoice monthly.
- Approve staff time sheets and submit monthly payroll. Serve as the primary contact for staff for payroll questions.
- Work under the guidance of the Director when delegated financial responsibilities.

Organizational Responsibilities

- Achieve the goals and objectives of Cascade with support from the Director and team. Submit monthly reports, oversee daily progress and operations, and maintain authorization records.
- Increase awareness of Cascade and its functions as a resource for those seeking assistance and for employers. Serve as a consistent and trusted leader.
- Participate as needed with the Director in formulation, evaluation, and/or revision of program policy and procedures.
- Participate in the investigation of all incidences. Prepare or oversee preparation of accurate incident report documentation and notify appropriate individuals/agencies within required time frames.
- Attend and participate in various community meetings (monthly/quarterly) as the primary representative of Cascade.
- Participate in frequent 1:1s with the Director.

Duties may change as business needs dictate. The above list is not intended to be an exhaustive list of all duties, skills, and responsibilities.

Skills and Qualifications

A passion for building inclusive communities is vital. The ideal candidate will possess the following skills:

- Acute written, verbal, and interpersonal communication skills to represent the organization as a leader in our community.
- Effective interpersonal skills led by compassion and respect. Exhibit a collaborative nature with a high degree of empathy.
- Ability to guide with integrity and commitment to managing affairs in an ethical manner, maintaining confidentiality when appropriate.
- Demonstrated ability to take initiative, manage projects, and follow through with results. Self-motivated and self-directed with a high level of initiative.
- Confidence with MS Office and Google Workspace applications.
- Knowledge of or interest in cultural diversity, inclusion, developmental disabilities, facilitation and/or personal development.
- Understanding of our local community resources (public services, libraries, community organizations, non-medical supports, inclusive business leaders, etc)

Preferred qualifications:

- Bachelor's degree or equivalent professional experience. Emphasis in Social Work, Behavioral Science, or Human Services is preferred.
- Previous managerial experience is required. Must have demonstrated experience effectively managing a team. Previous experience in project management and/or program development is a plus.
- Experience managing compliance, reporting, and policy development in a professional setting.
- Ability to write and implement policies consistent with organizational goals.

Role requirements:

- Ability to travel throughout Jefferson County as needed.
 - Must possess a Washington state driver's license with an acceptable driving record.
 - Provide proof of personal vehicle insurance with required limits.
 - Ability to pass a background check to serve vulnerable populations.
 - This role requires employees to sit, stand, or otherwise use their bodies to perform various physical tasks to assist clients in performing their job functions. Cascade works with employees to develop reasonable accommodations as needed.
 - Under WA Governor Inslee's vaccination mandate for health care workers, all employees must be able to provide proof of vaccination against COVID-19.
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Schedule

This is a full-time, hourly, non-exempt position, Monday through Friday. Occasionally, morning, early evening, and weekend availability may be required.

Benefits

- Paid Sick leave and Paid Vacation
- Generous monthly health and wellness stipend
- 3% Employer match for retirement –Simple IRA
- Flexible Scheduling to encourage self-care and work/life balance
- 10 paid floating holidays
- Ongoing Professional development and Career Mapping
- Access to online learning modules with paid time for participation
- Mileage reimbursement
- Access to in-office technology and equipment
- Bonus structures for referrals and placements

Cascade Community Connections Equal Employment Opportunity Policy

Cascade Community Connections provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.