



## Position Profile

# Director of Workforce Development The Arc Central Chesapeake Region Severn, MD

The Arc Central Chesapeake Region's mission is to promote respect, create opportunities, and advocate for equal rights for all people with intellectual and developmental disabilities. We seek a strategic individual to serve as the Director of Workforce Development as we grow our employment related programs and services for people with intellectual and developmental disabilities (I/DD) across Anne Arundel County and the Eastern shore.

## The Organization

The Arc Central Chesapeake Region (The Arc) was founded in 1961 to provide services and supports to people with I/DD in Anne Arundel County, MD and has experienced a history of growth and expansion since then. We now proudly serve Anne Arundel, Caroline, Dorchester, Kent, Queen Anne's and Talbot counties. Our organization is committed to providing superior programs and services to those with I/DD who are of any age and in any stage of their lives.

Our core values are evident in all aspects of our programs and services. We believe that people with intellectual and developmental disabilities:

**People First:** Are defined by their own strengths, abilities and inherent value.

**Equity:** Are entitled to the respect, dignity, equality, safety, and security accorded to other members of society, and are equal before the law.

**Community:** Belong in the community and have fundamental moral, civil and constitutional rights to be fully included and actively participate in all aspects of society.

**Self-Determination:** With appropriate resources and support, can make decisions about their own lives and must be heard on issues that affect their well-being.

**Diversity:** Society in general and The Arc in particular benefit from the contributions of people with diverse personal characteristics including, but not limited to, race, ethnicity, religion, age, geographic location, sexual orientation, gender and type of disability.

We live our values in our programs and services which include:

- Community Living
- Employment
- Family and Children's Services
  - Respite Services
  - Educational Advocacy
  - Life Transition Series
  - Resource Guide (tailored by county)
- Self-Directed Fiscal Management Services

The Arc has:

- 218 individuals supported in their communities and homes
- 111 individuals enjoying employment and day services
- 36 Employers
- 144 Individuals and families served through the Family Support Program
- 420 Individuals and families having fiscal control
- 19 Children and families served through our Educational Advocacy Program

With a staff of 425, The Arc is led by the CEO and an 8-person senior management team which includes the Chief of Staff, Director of Advancement, Director of Community Living, Director of Nursing, Director of Family Services, Director of People & Culture, Director of Quality Enhancement and the Director of Workforce Development. We are governed by a 17-person Board of Directors, which includes self-advocates and family members of individuals with I/DD as well as community and business leaders. The current budget is approximately \$30M. For more information about our organization, see [www.thearcccr.org](http://www.thearcccr.org).

## The Position

Reporting to the CEO, the Director of Workforce Development will expand and implement a new vision for workforce services that focuses not only on helping the individuals we serve find their first job, but also helping them move up the career ladder with the goal of earning a life-sustaining wage. S/he will inherit a program supporting approximately 110 individuals and will have the opportunity to engage in strategic planning and consider innovative, new approaches to expand the workforce development program, making The Arc the provider of choice in this arena. S/he will manage and lead a team of 6 managers and approximately 30 direct support professionals, and will work collaboratively with team members in other departments to grow The Arc's workforce development programs.

Key responsibilities for the Director of Workforce Development include:

- Oversee and lead the day-to-day operations of job development and retention services for
  - CONNECT
  - Project Search
  - HIRED
- Build out new programs, services and opportunities
- Develop and monitor program budgets
- Identify grant and funding opportunities
- Create systems for continuous quality improvement and reporting outcome data
- Build strong relationships with employers across the counties The Arc supports and other key community stakeholders and partners who are committed to supporting a continuum of workforce services
- Engage in the organization's strategic planning process, helping to shape the future direction of the workforce development program and the organization
- Stay up-to-date on compliance with government regulations, funders and accreditation bodies as it relates to the workforce development and I/DD

## Experience and Attributes

Ideal candidates for this position will share our commitment to The Arc's mission and will bring a variety of experiences and attributes to The Arc:

- 7+ years' working and supporting people with development and intellectual disabilities
- 3+ years' leading and facilitating workforce development programs for people with barriers to employment
- Excellent verbal and written communication
- Ability to think strategically and creatively
- Demonstrated ability to exercise good judgment in sensitive situations
- Track record of building and managing high performing teams
- Ability to work collaboratively with diverse personalities and employee populations
- Experience in and desire to work under pressure in an ever-changing environment
- Must possess a valid driver's license and have access to vehicle

- Proficiency in Microsoft Office, ETO databases and other technology tools for workforce development
- Bachelor's degree strongly preferred and Master's in a related field (social work, education, etc.) is a plus

Salary will be commensurate with experience; The Arc offers a robust compensation package.

## **Application Process**

To apply, e-mail your resume, cover letter and salary requirements to: [ArcWD@raffa.com](mailto:ArcWD@raffa.com) (e-mail applications are required and only complete applications will be considered). For other inquiries, contact Ginna Goodenow at [ggoodenow@raffa.com](mailto:ggoodenow@raffa.com).

**The Arc is an equal opportunity employer. Resume reviews begin immediately; interviews begin in late January 2018.**