

Youth Programs Manager

Bryan, OH

Full-Time

Posting Date: 08/26/19

The Ability Center of Greater Toledo is a non-profit Center for Independent Living serving seven counties in NW Ohio. With the assistance of competent, professional staff, and the support of volunteers, The Ability Center works for the rights and concerns of people living with disabilities on local, state, regional, and national levels. The Ability Center is an equal opportunity employer that strongly encourages people with disabilities to apply for all open positions. We offer competitive pay, and access to a comprehensive benefit package. The rural office is located in Bryan Ohio, with a main office in Sylvania.

Position Summary:

The Youth Programs Manager will be located in the Bryan office. They will be a strong voice for independent living and disability rights in the rural community. The manager will promote youth services in the counties of Defiance, Williams, Henry and Fulton and will seek collaborative non-duplicative opportunities with other organizations. Manager will be responsible for establishing and maintaining community partnerships in order to create a more disability friendly community. Will work with consumers and their parents/families to assist them in gaining the appropriate knowledge and skills in order to maintain and sustain independent living. Attend outreach events/meetings that pertain to disability awareness and inclusion, and those that fit the mission of the organization.

Summary of Duties and Responsibilities:

1. Complete comprehensive intakes with consumers to develop an independent living plan with achievable goals.
2. Assist youth consumers with achieving their goals in the areas of recreation, peer opportunities and mentoring, independent living, transition (including post-secondary) and employment.
3. Provide individual or group independent living skills training related to employment, social skills, etc. and work with transition age youth to develop transition plans that align with their educational goals and independent living plan.
4. Responsible for researching, creating, and implementing pre-and post-assessments to measure and determine success.
5. Develop and maintain relationships with community organizations and consumers in the Four County area.
6. Develop relationships with community businesses to ensure inclusive opportunities are utilized throughout our service area.
7. Will be the primary liaison for Opportunities for Ohioans with Disabilities (OOD) contract in rural communities.
8. Responsible for managing grants associated with rural office programming.
9. Market programs and services to the community in conjunction with main office marketing department.
10. Promote Independent Living Philosophy and organizational services to consumers new to programming.
11. Report all program and partnership outcomes to the Director of Youth and Transition Services.
12. Must have reliable transportation with the ability to travel independently in the four county area, and to main office.

Experience, Education, and Licensure:

Candidate must have at least a four year degree in an area of education or disability related field and two years of management experience. Will accept two year degree in these areas with 3-5 years' work experience at a managerial level. Previous experience organizing programs and facilitating activities for people with disabilities is required. Previous experience with curriculum development and skills training preferred. Previous social service, disability employment, and youth transition experience preferred.

Knowledge, Skills, and Abilities:

Must demonstrate excellent communications skills and the ability to build rapport and collaborate effectively with consumers, community organizations, professionals, and parents/family members. Must be knowledgeable of area social service programs and youth transition services. Must have the ability to lead and motivate others to work toward common goals. Will demonstrate creativity in curriculum development, implementation, teaching & training activities. Previous managerial experience in a social service or non-profit environment is desired.

Please submit resumes with cover letter to: hr@abilitycenter.org or fax to 419-885-5005