

**LAND OF LINCOLN GOODWILL INDUSTRIES
JOB DESCRIPTION**

<u>JOB TITLE</u> Contract Services Supervisor	<u>DEPARTMENT</u> Rehabilitation
<u>SUPERVISOR</u> Manager, Division of Contract	<u>DIVISION</u> Contract
<u>CLASSIFICATION</u> Non-exempt	<u>POSITIONS SUPERVISED</u> Service Participants

I. POSITION CONCEPT

Under the direction of the Manager, Division of Contracts, assist in the operation of the Contract Division. Provides guidance and direction to service participants working on various contracts from governmental or industrial organizations. Assists service participants in developing workplace skills and performing the contract work.

II. ESSENTIAL JOB DUTIES

- Provides guidance and direction to service participants to help them acquire acceptable work skills while performing assigned work arising from industrial contracts.
- Establishes and maintains a positive work environment; assists service participants in learning about community employment expectations.
- Supervises and directs service participants in learning specific work skills and work behaviors to meet acceptable business standards and rehabilitation goals.
- Assists Contract Manager in maintenance of ongoing production schedules work methods, job specifications and quality control.
- Assists in conducting necessary time and motion studies.
- Assists in maintaining a safe, tidy and productive working environment.
- Implements established programming on a daily basis to assist service participants to acquire appropriate work behaviors, academic skills, functional skills, socialization and communication skills through training, teaching supervision and production.
- Maintains required records and documentation daily pertaining to service participants' attendance, productivity and skill achievement.
- Provides verbal and written information to appropriate Developmental Training staff pertaining to service participants, their progress in achieving goals, problems or concerns. Makes recommendations regarding strategies or actions to be taken.
- Assists in maintaining needed supplies and equipment for the operation of the Contracts Division.
- Assists in maintaining positive relationships with representatives of the businesses with whom contracts exist.
- Assists with various extra curricular activities throughout the year, such as Halloween, Christmas, etc.
- Works in community work sites as a job coach when needed and as assigned.
- Performs other duties as assigned or required.

III. EQUIPMENT AND TOOLS USED

Latex/vinyl gloves, pallet jacks, 15 passenger van, other company vehicles, computer, telephone, A/V equipment and photocopiers, equipment specific to contract.

IV. REQUIREMENTS

- High School Diploma or equivalent.
- Ability to interact with service participants in a positive, professional manner that maintains their dignity and privacy.
- Record maintenance skills.
- Ability to succeed in a team environment.
- Interact in a professional manner with supervisors and coworkers.
- Requires basic math skills necessary to complete time and motion studies.

**LAND OF LINCOLN GOODWILL INDUSTRIES
JOB DESCRIPTION**

- Must be able to maintain a high level of conduct regarding confidentiality, relationships and professionalism.
- Must meet and maintain requirements for DSP training.
- Excellent communication skills.
- May require use of personal vehicle to transport service participants and/or equipment as needed.
- Requires valid Illinois drivers license, good driving record and proof of insurance and J05 driving certificate.
- Requires the ability to supervise and interact with people with disabilities in a manner which enhances their dignity, privacy and confidentiality.
- Requires ability to work independently while fostering a strong team atmosphere.
- Requires ability to complete tasks on time or communicate issues / problems with the appropriate person.
- Requires ability to follow and enforce all LLGI policies and procedures.
- Requires ability to promote a safe working environment and to ensure that all safety procedures are followed.
- Requires ability to successfully complete pre-employment drug screen, reference check and criminal background investigation.
- Must be able to maintain a high level of ethical conduct regarding confidentiality, dual relationships and professional stature.
- Requires ability to be consistently at work and on time on scheduled work days.
- Requires strong customer service skills and the ability to communicate effectively with staff and service participants.

V. PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Physical stamina and strength to lift or carry up to fifty (50) pounds.
- Ability to stand for long periods throughout each work day.
- Ability to reach by extending hand(s) or arm(s) in any direction.
- Ability to perform a combination of tasks, such as stooping, kneeling, crouching, crawling, lifting, reaching, carrying, pushing or pulling objects.

Acknowledgement of Position:

I acknowledge that this job description serves only as a guideline for the duties required of my position, and that job duties are subject to change, as the organization deems necessary. I understand and accept the position.

Employee Name (Please Print) _____ Date _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____