



POSITION: Training and Technical Assistance Manager

FLSA: Exempt

SALARY RANGE: \$66,778 - \$78,500

DESCRIPTION:

The Training and Technical Assistance Manager promotes the mission and values of the Washington Initiative for Supported Employment and supports other professional staff to do the same. Training and Technical Assistance Managers are normally employed to perform various job duties within a specific purpose or project(s). Training and Technical Assistance Managers provide technical assistance, information and consultation to governmental staff, community boards, employment service agencies, schools, parents, advocates, employers, co-workers, and individuals with disabilities to foster the values, design, development, marketing, and operation of supported employment.

IMMEDIATE SUPERVISOR: Director of Training and Technical Assistance or as assigned

POSITIONS SUPERVISED: Positions as assigned by Executive or Assistant Executive Director

JOB DUTIES AND RESPONSIBILITIES:

- Designs and implements project plans to build capacity for community-based employment services.
- Facilitates project team meetings and/or project reports.
- Acts as the point of contact for informational calls regarding services.
- Supports the development and implementation of agency goals, priorities, and policies and manages various projects necessary for the agency to function effectively.
- Implements new models and activities that promote the long-term employment of people with disabilities.
- Develops, delivers, and facilitates training events, public forums, and/or conferences.
- Develops and delivers informational and technical presentations and materials on supported employment or other specific projects.
- Represents the organization at public and professional meetings and forums.
- Compiles and prepares financial, statistical, and narrative reports on organizational performance.
- Additional responsibilities and duties as negotiated and assigned by senior staff or project managers.





EDUCATION AND EXPERIENCE:

Bachelor's degree and/or related experience in the delivery of training and technical assistance related to supported employment. Two years' experience may be substituted for each year of education. Written and verbal communication skills, skilled in monitoring with a working knowledge of grant writing and fundraising.

MANDATORY QUALIFICATIONS:

- Must submit to a criminal background check to ascertain whether criminal convictions exist for certain crimes against persons. Evidence of such shall render the candidate ineligible for employment with Wise.
- Must be fully vaccinated against COVID-19 (religious/medical accommodation can be offered if approved)
- Employees who drive in the course of the work will be required to provide proof of insurance and a valid driver's license.

MENTAL AND PHYSICAL REQUIREMENTS:

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MENTAL REQUIREMENTS:

This position continuously requires professional development, interpersonal skills, teamwork, use of discretion, time management, maintaining composure/resilience, independent judgment and/or independent action, and reading, writing, speaking, and understanding English. Often requires decision-making, problem analysis, attention to detail and the ability to work independently.

PHYSICAL REQUIREMENTS:

This position continuously requires standing, sitting, hearing (using assistive devices if needed), and repetitive motion of the hands/wrists. Working conditions include office work from home or based in community locations. This position includes a high amount of desk work, sitting, phone and computer screen time in an open and/or personal office work environment. This position may require travel to other offices or meetings as needed.



It is the policy and intent of Wise to comply with all federal and state laws concerning non-discrimination and equal access for employment and receipt of services or supports. This policy exists regardless of race, color, ancestry, national origin, religion, creed, sex, sexual orientation, marital status, disabled or Vietnam era veteran status, disability, limited English speaking ability or political beliefs.

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