



JOB DESCRIPTION

Job Title: **Inclusion Services Manager**

Reports to: Chief of Family Services

Supervises: Yes

FLSA Status: exempt non-exempt full-time part-time other

Salary Ranges: Starting around \$65,000

Position Summary:

Supports the Chief of Family Services in **a)** manages and oversees all aspects of the Inclusion Services Division, **b)** Supervises staff and is responsible for the design and implementation of the Early Learning Coalition's Inclusion Services Division, **c)** Ensures that all grant contract and Department of Early Learning (DEL) deliverables are met and all required reporting is completed and submitted on time, **d)** Oversees and ensures quality assurance in programmatic processes and procedures as they relate to early intervention services, **E)** Ensures that program data is tracked and measured to determine program outcomes and improvements, **F)**. Collaboratively build and enhance coordinated services with local therapeutic agencies that serve children birth to five. The primary goal is to assure children and families receive intervention services and assistance to promote child outcomes. This position is jointly funded by the Orange County Mental Health and Homeless Division and ELCOC.

Essential Job Functions:

Development/Implementation/Coordination

- Oversees and ensures quality assurance in programmatic processes and procedures as they relate to early intervention services.
- Ensures that all grant contract and DEL deliverables are met, and all required reporting is completed and submitted on time.
- Engage the community in promoting ELCOC Inclusion Services throughout Orange County.
- Manages and supervises staff.
- Models and supports the establishment of respectful, relationship-based program services with families, childcare providers, and community partners.

Community Relations

- Supports the relationship between the coalition and local agencies, civic groups, political entities, governmental agencies, and ELCOC community partners.
- Plans and designs activities/events/functions that will both help spread the word in

the Communities it is designated to serve.

- Prepares and maintains list of community partners and MOU.
- Collaboratively build and enhance coordinated services with local therapeutic agencies that serve children birth to five.
- Responsible for creating and maintaining community partnerships.
- Responsible for attending all community and/or partnership meetings and events.
- Responsible for representing ELCOC at conferences, events, meetings, etc.

Budget/Financial/Grants

- Manages Inclusion Services Division approved annual budgets and works with ELCOC Finance department and Grant partners to ensure proper accountability of grant (revenue and expenses).
- Prepares and adheres to project timelines.
- Responsible for ensuring adherence to state and grant fund partner standards of accountability.
- Prepares own timesheet and expense report on a timely and accurate basis. Oversees the submission of both by assigned staff.
- Responsible for researching and authorizing purchases for funded projects.
- Prepares monthly, quarterly, and annual reports to identified funders and DEL.
- Identifies, develops, and maintains accurate metrics using the ELCOC data system related to grant outcomes, deliverables, and associated costs.

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Supervisory experience.
- Ability to make mathematical calculations and balance a budget.
- Ability to organize, coordinate projects, set priorities, meet deadlines and follow-up on own and subordinates' assignments with little or no supervision.
- Ability to oversee and manage all program grants and contracts.
- Ability to ensure that all grant deliverables are met within the grant contract term.
- Ability to complete all required reporting documents, program measures, and outcomes to grant funders, DEL, and ELCOC Leadership
- Ability to ensure that all program data is tracked and recorded in ELCOC database system.
- Ability to create program policies and procedures.
- Ability to create and maintain program quality assurance.
- Ability to work independently and respond to deadlines while working in a team environment.
- Ability to demonstrate experience in fund development and grant writing.
- Ability to work collaboratively and foster teamwork amongst cross-functional teams.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of English business language with ability to communicate clearly and concisely, both orally and in writing.

- Ability to effectively communicate sensitive information and exercise sound judgment.
- Knowledge of basic customer service techniques.
- Ability to work in a fast-paced environment with creativity and enthusiasm.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
- Understanding of the adult learner.
- Ability to establish and maintain effective working relationships with a variety of constituents.
- Ability to solve problems and deal with a variety of variables.
- Demonstrate knowledge of child development, appropriate childcare practices, screening and assessments, early intervention services, local therapeutic agencies that serve children birth to five, and knowledge of Florida state standards and requirements.
- Proficiency in the operation and use of a personal computer and computer software applications (Microsoft Office Suite). Ability to navigate the internet.
- Must possess a valid Florida Driver's License with ability to travel, and to travel to off-site locations.
- Ability to work on Saturdays and evening hours.
- Professional appearance and presentation.
- The employee is frequently required to stand, walk, stoop and kneel. The employee might be required to lift and or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision. Due to the office location, the ability to climb and descend stairs is necessary.

Education and Experience:

- Bachelor's degree in early child development, Special Education, Education Foundation or related field with a minimum of ten years related experience.
- Experience working in at-risk communities with families with diverse and significant needs.
- Experience working with children birth to five with special needs.
- Must have a minimum of 1 year of proven Supervisory experience.
- Must have knowledge and experience with overseeing program grants and contracts (a minimum of 3 years' experience)

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

Send Cover Letter and Resume to:

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By Fax to: 407-749-0287

By Mail to:

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