The Center for Students with Disabilities seeks a/n Outreach Program Manager I. This is a 1 year fixed term position, renewable up to 4 years depending on funding.

JOB DETAILS:
This project is in partnership with the Wisconsin Department of Workforce Development, Division of Vocational Rehabilitation, in compliance with Section 511 of the federal Workforce Innovation and Opportunity Act (WIOA). The project scope is to provide career counseling and integrated employment referral information for subminimum wage workers with a disability working in the community or a facility-based setting statewide. Additionally, this project includes ongoing documentation of an informational meeting every six months during the first year of subminimum wage employment, and annually thereafter, to discuss employment outcomes and provide career counseling. The Outreach Specialists will be working closely with regional vocational providers to meet with subminimum wage employees with disabilities, their guardians, families and other stakeholders when applicable, to provide in-person career counseling, information and resources, and referrals related integrated employment. The Project Manager will have the primary duties of administering the project, managing staff, developing tracking systems, report writing, and working with regional providers to meet with subminimum wage employees with disabilities, guardians, families and providers to provide career counseling, information, referral and resources related integrated employment. This position reports to the Director of the Center for Students with Disabilities.

QUALIFICATIONS:
Minimum Qualifications:
-Masters in human services field, Rehabilitation Counseling, Education, Social Work, or other related field from an accredited college or university
-At least three years of professional and progressively more responsible experience in the field of disability or human services
-At least one-two years of experience supervising staff
-Demonstrated knowledge of federal and state regulations and compliance issues related to disability services
-Budget and financial management experience

Desired Qualities:
-Ability to thrive in a fast-paced and dynamic environment
-A collaborator who regularly reaches out to others and forms productive partnerships
-Person-centered attitude and behaviors
-Exceptional ability to coalesce around a progressive mission and vision
-Understanding of large projects and ability to implement
-Knowledge of federal and state policies and laws related to individuals with disabilities
-Experience in motivational interviewing, career counseling, assessment of consumer needs and referral
-Knowledge of state agencies serving individuals with disabilities and services including DVR and long term care
-Experience and ability to manage projects, develop implementation planning, assess outcomes and manage budgets
-Excellent interpersonal and communication skills with a wide range of stakeholders, with a wide range of communication abilities effectively
-Ability to manage multiple aspects and priorities of a project and meet deadlines
-Ability to manage and work with survey development tools and database management
-Ability to create, write, and substantiate reports and documentation
-Ability to lead and work with a team and independently
-Proficient with technology and Microsoft Office software, such as survey development software, databases, word-processing, and calendaring

RESPONSIBILITIES:
Responsibilities 75%
-Responsible for the supervisory and program management of the project including but not limited to:
**Envision and implement a statewide process for annual interview of workers paid subminimum wages under a 14(c) certificate to provide career counseling, information and referrals related to integrated employment**

- Responsible for talent acquisition, hiring, supervising and developing staff
  - Staffing to include 9 Outreach Specialists, 1 Associate Administrative Specialist, 1 Graduate Student, and student help
- Develop and implement a comprehensive training plan for staff, including using motivational interviewing strategies
- Schedule and facilitate monthly team meetings
  - Development of database tracking systems
  - Development of a system for implementing outreach and support to vocational providers using 14(c) certificates
  - Liaison with vocational providers statewide and other stakeholders as applicable
- Fiscal responsibility of budget including monthly reports and working with financial services on invoicing
- Development of an interview protocol and career counseling for subminimum wage workers
- Develop and implement a communication, recruitment and participation plan for subminimum wage employees
- Develop, implement and complete all necessary documentation and tracking paperwork and reports in a timely manner to all stakeholders
- Comply with all University, state and federal regulations, partner agencies requirements and confidentiality and compliance requirements
- Will be an active participant in following applicable safety rules and regulations including necessary training and drills.

**Other Required Activities 25%**
- Direct work with clients in the field completing counseling and direct services
- Ability to set up remote office with reliable high speed Wi-Fi connection or hotspot (provided)
- Ability to travel 50-75% of time
- Must have valid WI driver's license or have independent transportation
- Must meet UW-W driver's requirements
- Other duties as assigned by the Director of the Center for Students with Disabilities

**Additional Information:**
- This position is housed out of UW-Whitewater, but will require up to 60% travel.

**DEPARTMENT INFORMATION:**
The Center for Students with Disabilities is the identified department for providing academic and other access to students with disabilities. CSD actively collaborates with students, faculty, and staff to create an inclusive, accessible university experience. CSD is dedicated to promoting diversity and an equal opportunity for students to fully participate in all aspects of their education and university life. Additionally, CSD has ongoing projects and partnerships with other state agencies to facilitate employment and community opportunities for individuals with disabilities across the state of Wisconsin.

**CAMPU**

The University of Wisconsin-Whitewater is a regional comprehensive university with an enrollment of more than 12,000 students. UW-Whitewater has reached record enrollment four of the last five years and offers 50 majors in four colleges. UW-Whitewater also offers 15 master's degree programs and recently added a Doctorate of Business Administration. UW-Whitewater students achieve excellence in the classroom and on the playing field. In the 2014-15 Academic Year, UW-Whitewater was the first university in NCAA history at any level to win national championships in football, basketball and baseball in a single year. The campus offers more than 200 student organizations and is a vital economic engine for southeastern Wisconsin. UW-Whitewater is situated on 400 acres of land and has an annual budget of more than $219 million. - See more at: [http://www.uww.edu/news](http://www.uww.edu/news)

**ORGANIZATION INFORMATION:**
UW-Whitewater is part of the 26-campus University of Wisconsin System. Located in a community of 14,622 residents near the scenic Kettle Moraine State Forest in southeastern Wisconsin, Whitewater is within convenient driving distance to the metropolitan areas of Milwaukee, Madison, and Chicago.

**SPECIAL NOTES:**
The University of Wisconsin-Whitewater is an Equal Opportunity and Affirmative Action Employer, and actively seeks and encourages applications from women, people of color, persons with disabilities, and all veterans.
Wisconsin Statute 19.36(7)(b) provides that applicants for positions may indicate in writing that his or her identity should be kept confidential. In response to a public records request, the University will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wisconsin Statutes 19.36 (7)(a).

The University of Wisconsin - Whitewater requires that all employees be active participants in following applicable safety rules and regulations including necessary training and drills.

UW-Whitewater conducts criminal background checks as a contingency to employment. A criminal background check will be conducted prior to an offer of employment.

For UW-W Campus safety information and crime statistics/annual Security Report, see http://www.uww.edu/asfr. If you would like a paper copy of the report please contact the UW-Whitewater Police at 262-472-4660.

TO ENSURE CONSIDERATION: Completed applications received by December 23, 2016 are ensured full consideration. The recruitment will remain open until filled. Applications received after that date may be given consideration at the discretion of the search committee. Application materials will be evaluated and the most qualified applicants will be invited to participate in the next step of the selection process. Incomplete and/or late application materials may not receive consideration.

If you have questions regarding this recruitment, or if you are not able to complete the application online due to a disability or system problem, please contact Human Resources at 262-472-1024 or hrstudent@uww.edu.

For questions regarding the position please contact: Becky Mueller muellerr@uww.edu 262-472-1049

TO APPLY: Only complete application packages will be considered.

A complete application includes online submission of the following documents:
- Letter of interest
- Resume
- Three (3) current references with contact information

Who are you?

The job ID is: 12656

A potential applicant who is NOT currently employed by the University of Wisconsin System, click here: UW-Whitewater External Applicants

A current employee of the University of Wisconsin System, click here: UW-Whitewater Internal Applicants