



**Goodwill Industries of San Francisco, San Mateo, & Marin, Inc.**  
**Human Resources**  
**Position Description**

**Position:** Director Career Service  
**Pay Grade:** F/G  
**Classification:** Exempt

**Recruiting Requirements:** Applicants must have at least a BA degree in psychology, rehabilitation counseling, social work, or closely related field of study. Preference will be given to applicants who hold a Master's degree. Applicants who do not have these educational credentials may be considered if they have extensive related work experience. Applicants should have at least three years of experience working in management or supervisory positions in rehabilitation, vocational education services, or related areas. Excellent communication skills are required and at least intermediate proficiency with basic computer operations. Applicants must have excellent organizational skills. Preference will be given to otherwise qualified applicants who are bilingual in spoken English and American Sign Language, Spanish, or Tagalog.

**Description of Duties:** The Director Career Services is responsible for the daily management of multiple Career Services programs in Marin, San Francisco, and/or San Mateo Counties. Under the general supervision of the VP of Workforce Development, the Career Services Director:

- Hires, trains and supervises Career Services staff.
- Uses appropriate techniques and strategies to identify community needs, and develop innovative and cost-effective approaches to meeting those needs.
- Develops and maintains relationships with funders, collaborators and key institutions and groups in the community.
- Develops, monitors and manages program budgets.
- Serves as part of the Career Services Division Management Team.
- Coordinates the referral, admission and discharge of participants.
- Analyzes program statistical data and produces reports based on computerized and manual information systems.
- Initiates and manages interagency collaboration agreements.
- Participates in developing an annual Business Plan that takes into account the needs of the community, the availability of resources, and the overall mission and values of Goodwill.
- Maintains a current working knowledge of the employment and training needs of disabled and disadvantaged persons, and the training and educational requirements of the business that hire them.
- Maintains a current working knowledge of Goodwill policies and procedures to.
- Adheres to all safety practices. Reports any hazardous conditions to the Human Resources Department immediately.
- Participates in applicable inter-agency meetings.
- Meets with representatives of the business community on a regular basis to review the quality and responsiveness of Goodwill's programs.
- Maintains client and agency documentation in accordance with agency, CARF, and funder requirements.
- When relevant works closely with Goodwill's Operations managers to ensure that the delivery of vocational services is well integrated with the overall business operation.
- Other duties as assigned.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_