

JOB DESCRIPTION

JOB TITLE: Team Leader/Enclave Instructor

JOB NUMBER: CW1005/CW1003

FLSA STATUS: Non-exempt

CLASSIFICATION: Craft

REPORTS TO: Operations Manager

SUPERVISES: Yes

JOB PURPOSE: To provide a staff position with the responsibility of leading production teams comprised of production workers and/or workers with disabilities either on-site at GIV premises or off-site at Enclave locations. Leads the production team in such a manner to ensure that the proper set up of production contracts, quality requirements and delivery expectations of the customer occurs. Works as a part of the production team by performing quality control checks, moving product into and out of the work area, by assisting the production team with the preparation of product for the contracting customer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adheres to the quality standards including all items assigned to this position in accordance with policies, procedures, and work instructions.
- Provides direct supervision to all assigned workers and/or consumers.
- Responsible for the safety of those workers in his/her work area via implementation of the safety procedures and policies of the organization. Assures that personnel assigned to work site are working safely, wearing appropriate personal protective equipment and adhering to applicable safety procedures. Investigates and reports findings of accidents to immediate supervisor and the appropriate safety personnel. Conduct and/or participate in monthly safety meetings and complete required documentation.
- Instructs personnel in the use of tools, machinery and equipment, and assures that personnel keep their work areas clean.
- Insures that personnel are following prescribed instructions and using proper tools and materials.
- Maintains quality checks and assures accurate time charging.
- Assist with time studies, job set-ups and work assignments.
- Ability to input consumer daily production activity into consumer payroll system as appropriate.
- Ability to recognize the need for work adaptations such as job set up, jigs and fixtures to meet the needs of each specific contract and to refer such to their individual supervisor.
- Assists consumer service staff in selecting work opportunities for consumers.
- Assures that outgoing products are counted and packaged according to instructions.
- Maintains an understanding of consumer abilities, interests and rights under the Virginia Human Rights Act guidelines.
- Consult with case management staff as needed to appropriately communicate consumer performance, behavioral progress/intervention and other related issues.
- Complete, daily time/activity sheets, participate in completing consumer performance measurement's evaluations and other pertinent documentations applicable to disabled persons.
- Make recommendations for consumer work assignments, disciplinary action, reassignments, and performance reviews.
- Maintains responsibility for work site operations.
- Relate to staff members, workers and consumers in an ethical and professional manner.

Effective date: 1/07

Replaces:

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- Responsible for all workers assigned to his/her specific work area.
- Confer with customer representatives in a professional manner to determine daily work assignments.
- Provide instruction and employment support services to disabled persons through meeting work schedules and daily task assignments in community based work settings.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Must have a valid Virginia State driver’s license, be able to provide proof of insurance and have a DMV record with a minimum of 3+ points.
- Accomplishes all tasks as appropriately assigned or requested for successful completion of the mission of GIV.

QUALIFICATIONS

- **Experience, Competencies and Education:**
High school diploma or general education degree (GED); or one to three months’ related experience and/or training; or equivalent combination of education and experience.
- **Language Skills**
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- **Mathematical Skills**
Basic Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Reasoning Ability**
Basic Skills: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- **Other Skills:**
 - Ability to successfully complete first-aid & CPR certification. Must participate in Blood Borne Pathogens, Haz Mat and Mandt trainings.
 - Must maintain appropriate certifications and trainings as it relates to Forklift and/or Material Handling equipment.
 - Must be able to successfully complete State background investigation and drug screen.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Forklift
- First Aid
- CPR
- Haz Mat
- Mandt
- BBP
- Virginia Human Rights
- Valid State of Virginia driver’s license and proof of insurance required to drive personal car on company business. _____
- Additionally, 3+ point DMV record required to drive company vehicle. _____

AMERICANS WITH DISABILITIES SPECIFICATIONS

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- **Physical demands**

The physical demands described here 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 individuals with disabilities to perform the essential functions.

*While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb and balance; stoop, kneel, crouch, or crawl, talk or hear; and taste or smell.

*The employee must frequently lift and/or move 10-25 pounds and occasionally up to 50 pounds.

Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

- **Work Environment**

Work environment characteristics described here 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.

While performing the duties of this job, the employee may be exposed to outside weather condition. Employee may have exposure to working near moving mechanical parts, fumes or airborne particles and toxic or caustic chemicals while assisting on the production floor or enclave locations.

The employee will be required to utilize the MANDT system of restraint. This system incorporates restraints for the protection of both the employee and the consumer. The potential exists for contact of bodily fluids in the day-to-day management of consumers.

The noise level in the work environment is usually loud.

RECEIPT OF JOB DESCRIPTION

This job description has been reviewed with me by my supervisor. Meeting the qualifications as required, I understand and agree to perform the duties as described. A copy of this description has been given to me.

Employee's Signature

Date

Supervisor's Signature

Date

Effective date: 1/07

Replaces:

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