



Job Number: WE2SS-18-01

Job Title: Developmentally Disabled Supplemental Labor Supervisor

Supervisor: Manager, Human Resources, WE2 Support Services, LLC

Status: Full Time

Location: Livermore, CA

Waséyabek Development Company, LLC (WDC) is a legal entity, created and wholly owned by the Nottawaseppi Huron Band of the Potawatomi (NHBP), a Federally recognized Indian Tribe. WDC is committed to fostering the development of a stable, diversified economy for members of the Band which will contribute to their long-term sustainability and economic self-sufficiency; while managing risk and creating quality employment opportunities. WDC is the holding company of a business portfolio consisting of Commercial Real Estate, Federal operating companies, and Commercial operating companies.

WE2 Support Services, LLC (WE2) is an SBA-approved all small mentor-protégé / joint-venture between Waseyabek Federal Services, LLC (Protégé, 8(a) certified, and a subsidiary of WDC) and E2 Consulting Engineers, Inc (Mentor). WE2 provides staff augmentation, facilities support, and general and administrative services to the Federal marketplace. The team at WE2 has successfully competed and won Federal contracts with agencies such as the GSA and DOE.

POSITION SUMMARY

The Developmentally Disabled Supplemental Labor Supervisor (DDSLS) will plan, organize, supervise and coordinate the work of staff involved in the coordination and delivery of services to individuals with developmental disabilities, as well as focusing on supporting the Program Coordination Team. The DDSLS will also be responsible for implementing new services and strategies; and collaborating with other management team members within the Intellectual and Developmental Disabilities Program.

ESSENTIAL FUNCTIONS

- Acts as a primary interface in all matters relating to the Developmentally Disabled Supplemental Labor Personnel (DDSLP) staff
- Oversees the services of individuals with developmental disabilities
- Mediating disagreements/misunderstandings between disabled SLP and others
- Providing close supervision of the DDSLP staff
- Manages and provides guidance to family members during adjustment to changes in work assignments
- Evaluating operations and activities of assigned areas; recommending improvements and modifications; and preparing various reports on operations and activities
- Supervises DDSLP staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations



- Demonstrated ability to lead DDSLP workforce in decision making process
- Possess skills to effectively coach, mentor and teach employees with developmental and intellectual disabilities
- Other duties as assigned

COMMUNICATION

- Ability to communicate with DDSLP workforce and families
- Excellent listening skills

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Social Work, Psychology, Behavioral Health or similar field preferred
- High school diploma or GED
- Three (3) or more years of experience working with individuals with developmental and intellectual disabilities
- Meet state DDP requirements
- Initiative and teamwork oriented
- Excellent verbal and written communication skills
- Ability to clearly articulate to DDSLP team
- Proficient with Microsoft Office Suite
- Highly organized and attentive to detail
- Able to work in a fast-paced environment

PHYSICAL REQUIREMENTS

Ability to focus on computer screens for extensive periods of time. The employee is required to sit / stand for up to 10 hours per day. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers and phones onsite Livermore, CA

TRAVEL

None

HIRING PREFERENCE

Native American & Veteran Hiring Preferences will be applied in accordance with WDC policy

WE2 Support Services is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.