

### Workshop Supervisor

**Position Summary:** Workshop Supervisors play an important role providing direct oversight of pre-vocational training of individuals with intellectual/developmental disabilities enrolled at Handi-Crafters. Primary responsibilities include maintaining the health and safety of program participants during their workday, meeting the assembly/packaging deadlines of the contract packaging business, maintaining efficient workflow with the ability to train and coach and consistently engage a team with various skill levels. This position requires good communication, interpersonal skills, and the desire to work side-by-side with individuals with disabilities.

#### **Qualifications:**

**Education:** A bachelor's degree in social work, special education, counseling, human services, or project management is preferred. Candidates with at least 30 university level credits and have a High School Diploma will be considered.

**Experience:** Experience working with individuals with disabilities in some capacity

**Physical Demands:** While performing the duties of this position, the employee is regularly required to use proper body mechanics to handle, bend, reach and hear. Employee must stand, walk, kneel and bend. This position occasionally sits, regularly lifts up to 15 pounds.

**Job Relationships:** Responsible to: Production Manager

**Staff Supervised:** None

**Interrelationships:** Workshop Supervisors, Program Specialists, Employment Specialists and other agency personnel, referral and provider agencies and families and caregivers.

#### **Responsibilities:**

- Lead a team of up to 15 individuals with disabilities in performing assembly tasks, ensuring consistent workflow and adherence to job specifications.
- Utilize positive coaching techniques to guide program participants toward achieving personal and vocational goals.
- Oversee the team to meet daily production deadlines, ensuring both individual and collective success.
- Ensure compliance with quality standards and customer specifications, maintaining high levels of accuracy and attention to detail.
- Effectively engage team members to optimize productivity and foster skill development for participants.
- Accurately track and record daily production data, inputting information into relevant software applications.
- Monitor and ensure the health and safety of team members during all phases of their workday
- Participate in team meetings, contributing to planning and operational discussions.
- Provide coverage for other workshop supervisors as needed.
- Maintain compliance with all required annual training certifications, processes and procedures
- Maintain confidentiality of program participant information
- Perform additional duties as assigned to support operational goals and program success