

CCAR INDUSTRIES

JOB DESCRIPTION

JOB TITLE: Substitute Group Leaders

DEPARTMENT: Manufacturing Plant

FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

This position reports directly to the Production Manager. Substitute Group Leaders are responsible for supervision of clients in the work area. The incumbent will be required to monitor production and schedule contract work for the clients. Group Leaders are required to operate hand trucks.

DUTIES AND RESPONSIBILITIES:

1. Implement and coordinate the Extended Employment/Work Adjustment Training within the assigned area.
2. Schedule and assign production crew members to the work assignment.
3. Supervise clients to ensure that they are in the proper area and on task.
4. Monitor work area to ensure safety guidelines and procedures are followed. Keep aware and follow all Health and Safety related policies and procedures. Assume responsibility for compliance of these policies and procedures for all clients in their work area. Complete related in-service training as assigned. Report all accidents/incidents within the established time frames. Keep current certification for CPR, First Aid and DSP and apply as necessary.
5. Serve on the Workshop Safety Committee as requested.
6. To assist in the training of new staff members and explain Workshop policy.
7. Inform responsible supervisor of the need to reorder materials.
8. Maintain inventory control of materials utilized in the work area.
9. Notify Production Manager when contract work is completed and ready for delivery.
10. With the approval of Production Manager assist the clients from the work area for safety reasons.
11. Provide Workshop Vocational Counselors with information concerning specific clients.

12. Maintain open lines of communication with Workshop program staff concerning client's needs.
13. Perform other related duties as assigned or required.
14. Continue to upgrade job skills as required through changing regulations, populations served, or other variables affecting the nature of position.
15. Complete the initial and annual review items to be a certified DSP. Annual topics that must be reviewed are Team Planning, Basic Behavior Management, Age and Cultural Appropriateness, and Normalization.

WORK BEHAVIOR RESPONSIBILITIES:

1. Presents a positive image of CCAR Industries at all times.
2. Demonstrates teamwork philosophy by working cooperatively with others within and outside of the department.
3. Communicates in a clear and concise manner, while also demonstrating receptivity through active listening.
4. Continuously seeks opportunities for improvement and suggests ways in which procedures/systems may be modified to accomplish tasks/goals efficiently and effectively.
5. Identifies and performs work which has not been specifically assigned, as needed.

WORKPLACE ENVIRONMENTAL CONDITIONS:

Employee could be exposed during a shift to constant or intermittent sounds at a level sufficient to cause hearing loss or fatigue. Protective ear equipment is required under these circumstances. Depending on the season (summer or winter) the employee may be exposed to extreme temperatures that could result in body discomfort. Appropriate clothing should be worn accordingly. Could be exposed to injuries while operating forklift.

IMMEDIATE SUPERVISOR: Production Manager

SUBORDINATES: N/A

QUALIFICATIONS:

Minimum of a high school education; working knowledge of the use of hand tools; experience working around simple power equipment (this pertains to certain work areas only). Experience may qualify in place of formal education.

Receive a clearance on the Illinois Health Care Workers Background Check and the CANTS Criminal Background Check.

EMPLOYEE ACKNOWLEDGEMENT:

I have read and/or received a copy of my job description and understand the principle duties and responsibilities, physical requirements and working conditions of the job.

Employee Signature

Reviewed: 11/30/09 Revised: 11/23/2010 Reviewed: 07/2011 11/2012
Revised: 11/07/13 Revised: 1/25/19

Date