



Inclusion Manager

Maine-Niles Association of Special Recreation

Contact Name: Lisa Barrera

Contact E-mail: lbarrera@mnasr.org

Contact Phone: (847) 966-5522

Closing Date: 2022-01-31

Salary: \$55,000-\$65,000

Description:

THE MAINE-NILES ASSOCIATION OF SPECIAL RECREATION

JOB DESCRIPTION

Inclusion Manager

Accountability: Superintendent of Recreation

FLSA Status: Exempt

The Inclusion Manager is responsible for the overall development and supervision of the inclusion process with M-NASR's seven member districts, specifically assessment of inclusion requests and placement and supervision of part-time Inclusion Companions. The Inclusion Manager is the liaison between the seven Member Districts and families that are in need of Inclusion Services. The Inclusion Manager is directly responsible for services to assigned districts and oversees one Inclusion Coordinator with direct responsibilities to the remaining districts. This position oversees the development of the entire inclusion department. The position requires the application of specialized therapeutic training to formulate and administer a broad recreation delivery of services for individuals with special needs without exclusion.

The Inclusion Manager is responsible for performing the essential functions as outlined in the job description. The Inclusion Manager is a full-time employee with hours that fluctuate to accommodate evening or weekend programs and meetings.

Qualifications: Graduation from an accredited college or university with a bachelor's degree in Therapeutic Recreation, Special Education, adaptive physical education or a related field. Four (4) years full-time experience in therapeutic recreation, parks and recreation, special education, adaptive physical education or related field. Knowledge of the recreational needs of persons with a disability without exclusion. NCTRC (National Council for Therapeutic Recreation Council) Certification or comparable certification on the state level required within six (6) months of employment in addition to First Aid/CPR, AED and CPI. Candidate must also possess a valid Illinois class "D" driver's license.

Essential Functions:

1. Plan, conduct, oversee, implement, and evaluate and/or assist recreation programs for individuals with disabilities. This includes but is not limited to implementation of lesson plans, adaptations, behavior management strategies and documentation including but not limited to budgeting, program

evaluations and incident reports.

2. Provide supervision of overall program, assisting staff, and participants. Participant supervision may include lifting and transferring, feeding, and other personal care. Provide physical and emotional support to children and adult with disabilities.
3. Safely transport participants of varying ages and abilities using agency vehicles.
4. Assist with agency-wide and Foundation events.
5. Advocate for community access to recreation for individuals with disabilities.
6. Represent M-NASR through attendance at community meetings and functions, and address schools, parents, participants, Member Agencies and/or other service groups.
7. Adhere to all agency policy, procedure, and safety manuals by exhibiting a working knowledge of general and department specific rules and operations.
8. Provide timely response to communication.
9. Utilization of computer software and specific databases, specifically Microsoft Office and RecTrac.

Job Specific Essential Functions:

1. Recruit, hire, orient, train, evaluate, and supervise one full time Inclusion Coordinator
2. Personnel management for part-time Inclusion Assistants(s)
3. Oversight of entire inclusion process for seven member park districts and acts as direct liaison for Skokie, Village of Lincolnwood, Niles and Golf-Maine. Direct oversight includes:
 - Receiving, responding, and managing inclusion requests and ongoing issues
 - Observations at park district sites
 - Providing adaptations, behavior management tools, and resources to park district sites
 - Recruit, hire, orient, train, evaluate, and supervise Inclusion Companions for area
 - Managing staffing assignments
 - Park District training
 - Supervision of Member District Liaison during summer
4. Oversee meetings with park district staff & inclusion families trouble shoot any inclusion challenge.
5. Oversee all park district communication, and development of curriculum/education including regular all-park district coordinator/superintendent meetings.
6. Oversee inclusion data entry and statistic reporting.
7. Develop training program and oversee training process of all part-time Inclusion Companions.
8. Proof and submit bi-weekly payroll for part time inclusion staff.
9. Act as overall interview coordinator for the Inclusion Department (including hiring paperwork); work with Human Resources Manager for overall recruitment of inclusion department.
10. Responsible for monitoring and maintaining all Inclusion Companion total hours.
11. Oversight and development of budgets related to inclusion department.
12. On-call duty and assist with inclusion on-call phone.
13. Provide regular board reports and other reports as requested.

Marginal Functions:

1. Any other task or responsibility the immediate supervisor may require.

2. Member of Safety Committee
3. Drive agency or personal vehicle to daily programs, seasonal special events or away trips
4. Attend meetings for state or local organizations
5. Deliver seasonal brochures and other flyers to member district facilities

Safety Considerations:

1. Staff will comply with all M-NASR Safety Policies and Procedures and carry out all tasks in a safe manner
2. Attendance at various safety in-services will be required

Psychological Considerations:

1. Must be able to respond to needs of individuals with disabilities.
2. Must be able to work under stressful conditions.
3. Must demonstrate adequate leadership qualities.
4. Must be willing to work as part of a team.
5. Must be confident when presenting to a group at orientations and trainings.

Physiological Considerations:

1. Must be able to lift and transfer participants or equipment safely.
2. Must be able to perform physical restraints if necessary.

Environmental Considerations:

1. May be exposed to extreme weather conditions (i.e. during damp seasons, rain, snow and heat).
2. May be exposed to elements when driving to meetings/programs or when assisting in outdoor functions.
3. May be exposed to hazardous vegetation (i.e. poison ivy) during activities.
4. May work with flammable material.

Cognitive Considerations:

1. Must exhibit good problem solving ability and good judgment in keeping with the mission of M-NASR.
2. Must be able to demonstrate good safety awareness and judgment.
3. Must be able to follow rules and directions.

Essential Physical Capabilities:

1. Prolonged periods of sitting, standing, bending, stooping, and walking.
2. Good vision.
3. Good hearing at conversation levels.
4. Good general health.
5. Operating a passenger vehicle.
6. Good speaking capabilities.
7. Capable of lifting, pushing, pulling, and carrying items weighing 20-50 pounds with mechanical assistance or team lift.

Apply at: <https://mnasr.org/employment/apply-online/>