



Title: Project Director

Job Category: Operations Management

Line of Business: Workforce Services

About this Career Opportunity:

- Provide leadership, budget/fiscal management oversight, manage a large assigned staff, and monitor performance management.
- Ensure compliance to meet or exceed contractual expectations while responsibly achieving our mission and vision, ensuring efficiency and effectiveness of the operation.
- Develop and maintain effective relationships with our customers, including the funding agency and area employers.
- Ensure compliance with contractual and program requirements.
- Develop and maintain relationships with community resources to further program goals.
- Ensure a positive customer experience for all internal and external customers.
- Evaluate the performance and impact of the organization and staff in meeting objectives and delivery of services; perform Quality Assurance and Quality Monitoring.
- Foster a positive, inclusive and accountable culture while promoting the ResCare mission, vision, values, and brand.
- Manage human resource responsibilities such hiring, coaching, disciplining (when appropriate) in coordination with the corporate HR team and Employee Relations Director. Ensure all requisite training is delivered appropriately, providing effective training and support and supervising staff performance.
- Ensure proper practices regarding record keeping, control systems, and proper reporting.
- Foster a motivational, collaborative, and innovative work environment.
- Administer policies and procedures in accordance with company, funder and program standards.
- Respond timely and fully to all funder and company requests for information and reports.
- Participate in business development activities including contract rebid and new business activities.
- Present information on project and company activities and progress as invited or required at meetings and conferences.
- Other duties as assigned

Position Requirements

- BS/BA in Business Administration, Organizational Development, Project Management, or closely related field of study; and
- Operational leadership experience with a minimum of 5 years professional experience organizing, planning, and developing programs and services at a management level, including supervision of others; Senior level management experience managing multiple departments/functions/teams, with direct responsibility to executive leadership or a board of directors strongly desired; or

- An equivalent combination of education, experience and demonstrated results as determined appropriate for the specific opportunity by the hiring manager.
- At least 2 years of experience providing operational oversight in a workforce development environment desired, but not required.
- Experience in public speaking.
- Intermediate level MS Office Skills.
- Proof of valid driver's license and liability insurance may be required.
- Fiscal / financial management experience, operational oversight, and experience managing grants and/or contracts.
- Proven ability to manage contractual relationships.

Additional Information

Benefits

ResCare offers a comprehensive benefits package to full-time employees including medical, dental, vision, paid time off, disability, life, and tuition reimbursement. All employees age 21 and older are eligible to participate in the 401(k) retirement savings plan.

About Workforce Services

Join us in transforming peoples' lives and their communities! ResCare is a one-of-a-kind human services company offering services for people with intellectual and developmental disabilities, home care for seniors, as well as education, vocational training, and job placement for people of all ages and skill levels. Right now, we have an exciting opportunity for you to join our team as a Project Director.

About this Line of Business

ResCare Workforce Services is the nation's leading and most comprehensive provider of services and solutions designed to help put people to work.

With more than 400 urban, suburban and rural ResCare-managed operations throughout the nation, ResCare's team of more than 4,500 workforce professionals sets the industry's best practices, assisting approximately 1 million job seekers a year, states and state job boards and thousands of employers.

Within this business, Workforce Services offers a combination of career center operations, Job Corps centers, business services and family support functions, and is the largest for-profit collection of workforce solutions in the U.S. Through the six elements of our world-class service delivery model, our team of experts have an enhanced ability to connect employers with qualified job seekers.

ResCare is an Equal Opportunity Employer. ResCare does not discriminate against any person on the basis of gender, race, color, national origin, religion, disability, age, veteran status, gender identity or sexual orientation in admission, treatment, or participation in its programs, services and activities, or in employment, or on the basis of gender in its health programs and activities.

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