



**Job Title:** Job Development Manager  
**Job Category:** Exempt  
**Reports to:** Business Services Director  
**Position Type:** Full-time

The Job Development Manager provides leadership and oversight for Job Developers and Employment Specialists, ensuring staff productivity, client engagement, compliance, documentation accuracy, and completion of billable services and program deliverables. This is a fully onsite leadership role requiring strong supervision, operational management, and collaboration with internal teams and community partners.

### **Key Responsibilities**

- Recruit, train, supervise, and evaluate staff performance.
- Manage workflows, scheduling, timekeeping, caseloads, and staff coverage.
- Ensure compliance with agency policies, AHCCCS/RBHA regulations, HIPAA, and behavioral health standards.
- Review documentation, reports, client records, and deliverables for quality and accuracy.
- Oversee ART meetings, client transitions, closures, and monthly reporting requirements.
- Build employer partnerships and support employment opportunities for clients.
- Conduct team meetings, identify training needs, and support staff development.
- Maintain accurate tracking systems, including KIPU and caseload reports.
- Support agency operations, community engagement, and frontline coverage as needed.

### **Required Skills**

- Strong leadership, communication, organizational, and problem-solving skills.
- Ability to manage multiple priorities independently and collaboratively.
- Proficiency in Microsoft Office and electronic documentation systems.
- Adaptability and flexibility in responding to evolving client and organizational needs.
- Knowledge of behavioral health practices, SAMHSA guidelines, NASW ethics, and DSM-5-TR.

### **Qualifications**

- High School Diploma/GED required; Associate degree or higher preferred.
- BHT certification or equivalent required.
- Minimum 3 years related experience, including 1 year of supervisory experience.
- Must pass background check, drug screening, and obtain fingerprint clearance.
- CPR/First Aid certification required or obtainable upon hire.

### **Work Environment**

- Full-time onsite position.
- Requires extended computer use and occasional lifting up to 50 lbs.