

**SKILLS, Inc.**  
**Driver Education Coordinator**

Organization Overview: For more than 60 years, SKILLS, Inc. has supported people with intellectual and developmental disabilities and autism. Having been founded on the principles of community inclusion and community living, SKILLS believes that adults with intellectual disabilities want the same things we all want, a safe home, people who care about them, and the chance to use their skills and talents. We are leaders in providing person-centered services and support to hundreds of people with intellectual and developmental disabilities and autism and have adapted and changed as societal advances have been made. Our vision is to ensure people with disabilities have the same things we all want, a safe place to live, people who care about them, and to live, work, and belong in their communities.

Position Overview:

SKILLS Drivers' Education program will be offered for individuals with intellectual and developmental disabilities who need either specialized learning or access to a training vehicle for required driving time. The Driver Education Coordinator will work with adults with intellectual and developmental disabilities to determine what their learning needs are and make recommendations on which driver's education locations would best fit those needs. The Driver Education Coordinator is responsible for day to day program development and implementation, including service delivery, and will also serve as the Project Coordinator.

Responsibilities:

General:

- Build relationships, develop contractual agreements with subcontractors, and maintain a list of driver's education programs who are able to provide drivers education to waiver members.
- Reporting and metrics tracking
- Develop and maintain relationships with AlphaOne, waiver providers and waiver members.
- Provide community outreach and education on the project including developing key program materials to be shared with other waiver providers and driver's education instructors.
- Coordinate all class scheduling and member enrollment.
- Provide transportation resource education to those who are unable to attend driver's education courses.
- Provide training, supervision and support to Driver Education Direct Support Professionals (DSP's).
- Provide reports to program funders and stakeholders on program outcomes, success stories, and areas for improvement.

## Supervision

- Participate in recruitment, hiring and retention of program staff.
- Provide guidance, support and training to program staff.
- Assign Driver Education DSP's to classes and members.
- Assess and coordinate staff training needs with the Director of Program Services.
- Approve Performance and Development Plans for review by the Director of Program Services.
- Assist program staff in problem solving and troubleshooting.

## Management and Reporting

- Report to Director of Program Services on program, facility, training, vehicular, and/or safety needs.
- Responsible for managing Program budgets and providing input to the Director of Program Services on budget issues.
- Provide input into the SKILLS, Inc. strategic plan.
- Provide regular reports and documentation as directed.

## Qualifications:

- Bachelor's Degree in health, education, rehabilitation counseling, social work, or related field; however, a combination of a High School Diploma or equivalent and years of experience will be considered.
- Minimum 18 years of age
- Three (3) years of full time experience in an ID/DD setting, with at least two years of relevant supervisory experience.
- Excellent oral and written communication skills.
- Tech savvy including experience with data mining and analytics.
- Excellent organizational skills.
- Positive work ethic.
- Valid Maine driver's license and acceptable driving record.
- Ability to obtain a Driver Education Instructor Class A License (to teach operation of a Class C vehicle).
- Willingness to undergo extensive criminal, Adult and Child Protective Services, and other background and reference checks as required.

This is a full-time position with a competitive wage and benefits. The Driver Education Coordinator reports to the Director of Program Services. If you are a strong relationship builder, strategic thinker, results-oriented, and passionate about making a difference in the world, we encourage you to apply.

SKILLS, Inc., is an equal opportunity employer and prohibits discrimination against otherwise qualified applicants on the basis of the individual's status in a protected class. Protected classes include race, color, religion, sex, age, national origin, genetic information, legally recognized disability, military services or veteran status, creed, gender identity, sexual orientation, pregnancy, marital or civil union status, citizenship, ancestry, ethnic heritage, or any other status protected under local, state, or federal laws.