



Director Empowerment Center  
*Job Description*

**Job Classification:** Exempt, Full-time

**Work Schedule:** As negotiated in employment letter

**Reporting Relationship:** Chief Administrative Officer

**Primary Accountabilities:**

The Director of Employment & Career Planning is responsible for providing strategic leadership, operational oversight, and continuous development of Capper Foundation's Employment Services program for adults with disabilities. This position leads to the vision and implementation of comprehensive employment and career planning services, ensures program alignment with best practices and regulatory requirements, and cultivates collaborative partnerships with internal and external stakeholders. The Director oversees staff, curriculum implementation, employer engagement, and ensures outcomes that promote integrated, competitive employment for adults with disabilities. This role models and instills positive, professional attitudes among team members and individuals served.

**Major Duties:**

- Provide overall direction and leadership for Capper's Employment Services program, including long-range planning, program development and alignment with organizational goals.
- Oversee the development and delivery of comprehensive job readiness instruction—including both group and individualized formats—ensuring quality, relevance, and effectiveness.
- Design adaptive vocational training modules tailored to various learning styles and support needs.
- Conduct training sessions for individuals served and internal staff.
- Develop and implement curriculum for employer education workshops and disability inclusion resources.
- Build and maintain strategic partnerships with employers, government agencies (e.g., Vocational Rehabilitation), referral sources, and community organizations to enhance employment opportunities and program visibility.
- Direct job development and placement strategies that match the strengths and interests of individuals served and monitor ongoing support to ensure successful employment outcomes.
- Ensure all program operations adhere to federal and state laws, funding regulations, and accreditation standards. Monitor performance metrics and maintain program fidelity.
- Oversee documentation procedures and ensure timely and accurate completion of service records related to job development, placement, coaching, monitoring, and follow-up. Develop systems to track program effectiveness and outcomes.
- Develop and manage program budgets, monitor expenditures, and support funding initiatives with accurate performance data and impact reports.
- Serve as the primary liaison to Kansas Vocational Rehabilitation Counselors and other employment service stakeholders. Represent Capper Foundation at community forums and advocate for policies that support inclusive employment practices.
- Other duties as assigned.



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**Qualifications:**

- Bachelor's degree in Rehabilitation, Special Education, Human Services, Business, or related field (Master's preferred)
- Strong knowledge of vocational rehabilitation services, ADA compliance, and evidence-based employment practices for individuals with disabilities
- Demonstrated ability to develop curriculum and lead staff training
- Excellent communication, relationship-building, and organizational skills
- Proficiency in data management systems and performance tracking tools
- Valid Kansas driver's license and proof of insurance
- Must be able to pass background checks per agency procedures

**Training Requirements:**

- Must complete orientation training and maintain training certification based on agency procedures.
- Supported employment web-based training.

**Physical Demands:**

- Lift 50 pounds
- Bend, stoop, kneel, crawl and walk frequently
- Regularly required to speak and hear
- Regularly required to sit, stand, walk, reach and use hands
- Ability to read computer screens for an extended period of time

**Work Environment:**

- Direct contact with individuals who are severely physically and/or developmentally disabled and who may exhibit unpredictable behavior and uncontrollable outbursts. The physical characteristics of the work environment are such that noise and odor control procedures are required. May work with individuals with Hepatitis B and/or other blood borne pathogens.

**Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

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Employee Signature

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Date

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Supervisor Signature

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Date