

Job Description: Medina Creative Produce Vocational Habilitation Manager

The Medina Creative Produce Vocational Habilitation Manager oversees the services and operations of Medina Creative Produce. It is their duty to oversee the employees and ensure overall health and safety of all employees and individuals. The Vocational Habilitation Manager is responsible for all tasks assigned and will, to the best of their ability, help the employees and individuals, under their care, to learn on the job skills necessary for performing the task. Some of these tasks are listed below but are not all inclusive.

1. Know and comply with all Medina Creative Accessibility (MCA) procedures and train all employees in following these procedures.
2. Know and follow all Individual Service Plans.
3. Maintain and oversee all tracking logs, document logs and train all employees on proper document procedures.
4. Maintain and oversee the maintenance and operation of hydroponic equipment and facility.
5. Maintain contact with the Employment Services Manager.
6. Turn in all paperwork, receipts and any other documents in a timely manner.
7. Attend Individual Service Plan meetings as requested.
8. Know and follow all emergency procedures.
9. Train all employees and individuals on good work related manners and habits.
10. Work with the CEO, Employment Services Manager and any other managers in organizing and completing all projects and/or endeavors in a timely manner.
11. Work with Individuals to complete all work tasks and fill produce orders for the vendors we serve.
12. Develop and implement new growing strategies within our greenhouse.
13. Maintain and build new relationships with potential vendors in the community for lettuce/produce sales.
14. Complete any and all duties assigned to you by the Employment Services Manager.

MCA Employee Requirements:

1. must be 18 years of age or older
2. criminal background check
3. written assurance that the applicant is not on the abuser registry or nurse aid registry, Medicaid/Medicare Excluded Individuals/Entities Program (LEIE)
4. certification in CPR/First aid
5. ongoing annual training
6. training relating to, and the prevention of, incidents adversely affecting health and safety
7. individual rights training
8. compliance with requirements of behavior supports, training in behavior supports
9. must have a valid Ohio drivers license / Ohio vehicle insurance coverage and reliable vehicle transportation at all times
10. medication administration certification
11. ability to lift 50lbs or more

**I certify that I have read and understand the job description. I also certify that I can perform all task required for the position. I understand that it is my responsibility to acquire any certifications I may need for the position and provide copies to Medina Creative Accessibility.**

Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_