

Employment Lead

Program: Employment Lead

Hourly/Salary: \$33-35 Hourly

Reports To: Vice President

Effective Day: 3/20/2026

ABOUT STRIVE

Strive Northwest is a nonprofit that has been serving some of Clark County's most vulnerable populations since 1963. Our programs serve children and adults with disabilities, low-income children, adults, families, and the general public.

CORE VALUES

We're all in

We show up, work hard, and take personal responsibility in everything we do. We have the courage to say and do the difficult things. All while staying true to our word and kind to ourselves.

We go beyond

We're passionate about pushing boundaries and respectfully challenging assumptions. We're flexible and willing to take risks. Together we'll do more than anyone though possible.

We build community

We embrace our differences and welcome one and all in a safe, trusting place. We're inclusive in our relationships. We build connections that make our community stronger.

MISSION

We deliver innovative programs that give opportunities for children and adults in our community to become more self-reliant through therapeutic, educational, and employment services.

LEADERSHIP PHILOSOPHY

Leaders at Strive Northwest inspire enthusiasm and accountability that drive our mission. Leaders build engagement and communicate honestly and openly. By rallying everyone around our shared vision, Leaders model and expect the best from individuals and teams.

AAP/EEO STATEMENT

Strive Northwest provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.



Employment Lead

SUMMARY

The Employment Lead supervises and supports Employment Specialists to ensure high-quality, compliant service delivery aligned with county, DDCS and DVR requirements. This role focuses on providing direct oversight, guidance, and support to staff to ensure services are delivered effectively, expectations are met, and program standards are followed. This includes coaching employees, monitoring performance and productivity, reviewing documentation for quality and timeliness, addressing concerns as they arise, supporting scheduling and coverage needs, and maintaining clear communication between staff and leadership. The lead is also responsible for promoting accountability, supporting staff development, and helping ensure services remain compliant with program, county, and funding requirements.

SUPERVISORY RESPONSIBILITY

Provides supervision and support to staff to ensure quality services and accountability.

COMPETENCIES

- Leadership & Team Development
- Coaching & Motivational Interviewing
- Productivity & Time management
- Compliance & Documentation Accuracy
- Strong Communication & Problem-Solving Skills
- Adaptability & Initiative
- Person-centered and outcome focused

ESSENTIAL FUNCTIONS

1. Program Oversight & Service Delivery
 - Oversee day-to-day Employment Services
 - Ensure services are individualized, outcome driven, and aligned with participant goals.
 - Monitor service delivery for compliance with contract and program requirements.
 - Support staff in removing barriers and implementing effective service plans.
 - Provide direct service support to participants as needed to ensure continuity of services, address staffing gaps, and model best practices
2. Staff Supervision & Development
 - Supervise and support Employment Specialist through coaching and accountability.
 - Monitor productivity and support achievement of billable expectations.
 - Provide feedback on service delivery, documentation, communication and plans and reports.
 - Lead Team meetings focused on performance and program updates.
3. Job Development & Community Partnerships
 - Support staff in building employer and community relationships.
 - Strengthen job development pipelines and placement for participants
 - Ensure effective job development within team
 - Attend DVR meetings and complete required monthly reports for participants on assigned staff caseloads.
4. Performance Management & Reporting
 - Track and monitor key performance indicators.
 - Ensure accurate, timely documentation for quality assurance and compliance
 - Support reporting needs for leadership, county and DVR as required.
 - Monitor caseloads and adjust as needed to support productivity and service quality.
5. Compliance & Quality Assurance
 - Ensure services, documentation and billing meet county, DVR and program requirements.
 - Review files regularly to ensure compliance with timelines, service standards, and documentation expectations.
 - Support staff in maintaining accurate and complete records
 - Assist with audit prep as needed
6. Continuous Improvement and Program Development
 - Analyze service outcomes and data
 - Support implementation of program changes
 - Identify staff training needs
 - Contribute to workflow improvements and overall growth.



WORK ENVIRONMENT

While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions. The employee works in varied environments based on assigned caseload.

POSITION TYPE & EXPECTED HOURS

Non-exempt. Full Time –.75 FTE

TRAVEL

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to stand, walk, sit; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee frequently lifts and moves up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

REQUIRED EDUCATION, CERTIFICATION(S), & EXPERIENCE

Qualifications

Required:

- Bachelor's degree in Human Services, Workforce Development, Business, or related field (or equivalent experience) and/or
- 5+ years of experience in employment services, workforce development, case management, or related field.
- Supervisory or team leadership experience.
- Strong understanding of employment placement processes and career coaching techniques.
- Experience working with diverse populations facing employment barriers.
- Strong organizational and documentation skills.
- Experience working in grant-funded nonprofit programs.
- Knowledge of workforce regulations
- Experience using case management and reporting systems.
- Proficient verbal and written skills
- Must pass a criminal history background check

SIGNATURES:

Manager _____

Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Date _____