**OCCUPATIONAL DEVELOPMENT CENTER, INC.**

**JOB DESCRIPTION**

**Job Title:** Operations Assistant Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Salary Range:** Unclassified Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervised By:** Roseau Division Manager

**Supervises:** None

**Personnel Classification:** Hourly Support Staff, Level\_\_\_\_\_\_

**GENERAL DESCRIPTION**

The Operations Assistant supports and assists the Division Manager in a multitude of tasks related to the day-to-day operations across the division. Responsibilities will vary from day-to-day and will include providing pre-placement, job development and job coaching services to person served; manufacturing related activities such as inventory handling and control, quality control, and shipping and receiving; and, routine office duties such as data entry, filing, record-keeping, etc.

**KNOWLEDGE & EXPERIENCE**

High School Diploma or GED. Minimum of two (2) years of post-secondary training or experience in related human services or manufacturing employment. Depending on work experiences, must possess the desire and willingness to embrace other facets of this cross-functional position through on-the-job training. Tech-savvy, proficient in Microsoft Office and SharePoint with the ability to learn new software programs. Knowledge and/or experience with a variety of vocational limitations would be beneficial.

**SKILLS & ABILITIES**

Ability to relate well to individuals with disabilities. Good verbal and written communication skills to enable them to work cooperatively with private businesses, its customers, non-profit facilities and ODC Team Members. Adept at handling multiple projects, tasks and deadlines, while keeping a sharp eye on the details. Organizational skills and flexibility are a must. Ability to apply common sense understanding to carry out written or oral instructions. High level of compassion and integrity.

**OTHER QUALIFICATIONS**

Must possess and display initiative and a positive attitude towards co-workers and job routine.

Must possess or be willing to obtain First Aid, CPR and forklift operation certifications. Valid, appropriate driver’s license and insurable driving record. May be required to work irregular hours and overtime depending on production needs and scheduling. Employment will be contingent on successful completion of a Department of Human Services Background Study.

**COMMENTS**

Must accept and actively support the Mission and Vision of ODC and adhere to the professional Code of Ethics by; demonstrating sensitivity, respect and an understanding of the special needs of individuals with disabilities; embracing the cultural diversity of experiences and knowledge among the people we work with; serving as a positive role model in dress, speech and behavior; maintaining Person Served confidentiality; and, complying with policies and standards set-forth.

Job descriptions are considered to be classification and recruiting tools and are not intended to limit the assignment of work.

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Operations Assistant Job Description

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**SPECIFIC DUTIES AND RESPONSIBILITIES**

**Program – 40%**

1. Serve as advocate for Persons Served with employers and co-workers in the areas of mutual acceptance, cooperation and accommodation.
2. Provide job coaching services in the absence of job coaching staff.
3. Provide oral and written feedback to the Person Served and Division Manager regarding job performance, program changes and employer requirements (i.e. provide evaluation information, case notes, assessments, etc.).
4. Transport Persons Served to and from work sites as necessary.
5. Maintain case files as directed by the Division Manager.

**Manufacturing – 40%**

1. Access and navigate Polaris’s EDI customer portal as needed. Retrieve all orders and ensure proper data is entered on subsequent records including shipping orders and invoices.
2. Process all incoming material receipts, verify with purchases orders and input into the inventory control system. If required, ensure all materials are properly marked with part numbers.
3. Compile daily production activity records, verify as necessary and ensure timely entry into the inventory control system.
4. Review all shipping documentation for accuracy of counts and part numbers prior to delivering finished products to customers. Ensure that all products shipped have been properly signed for by the customer and documents are in order.
5. Safely and efficiently operate a forklift to manage material movement for the purpose of ensuring efficient manufacturing operations, receiving and shipment of materials and finished goods.
6. Provide floor supervision in the Division Manager’s absence.

**Other – 20%**

1. Participate in the Safety Program by: enforcing safety rules; developing safety awareness on the floor; reporting of unsafe conditions for remedies; and, reporting all injuries in a timely manner.
2. Assists Division Manager with various correspondence through data entry, filing, copying etc.
3. Attend and participate in weekly staff meetings, in-services, workshops, and appropriate staff development sessions.
4. Perform other duties as assigned and changing conditions require and new opportunities arise.

**I have reviewed these job requirements and verify that I can perform all essential functions of this position.**

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**Signature Date**