

Job Posting

Job Title: Branch Manager
Job Type: Full time
Positions: 3
Hours per week: 40
Job Location: Washtenaw MI, Flint, MI and Dayton Ohio
Salary: Based on Qualifications

Job Description: This position is responsible to oversee the implementation and delivery of services of CAC JOBS.

- Develop and maintain short and long term goals and objectives.
- Carry out work plan goals.
- Administer programs in a fiscally sound manner
- Oversee the Professional Development
- Oversee the Public Relations Staff
- Oversee all day to day operations
- Present CAC JOBS in a professional manner to the deaf community and the hearing community.
- Provide appropriate documentation as required for successful operations.
- Provide support in the community as necessary.
- Maintain Confidentiality
- Other duties as assigned

Qualifications: Bachelors Degree in Business Management preferred. Vocational training experience preferred. Must be fluent in American Sign Language and knowledgeable of deaf culture. Good American Sign Language skills. Strong organizational skills required. Must demonstrate good communication skills. Must have good interpersonal skills. Demonstrate courteous and professional manner.

Additional Requirements: Reliable transportation, travel will be required.

Contact: Debra Self
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CACDHH
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