



AutonomyWorks

Title: Site Director

Location: Aurora, IL

Type: Full-time, On-site

On-Site Schedule: Monday – Friday: 11:30 am – 7:30 pm

Salary: \$60,000

The Company:

AutonomyWorks is a dynamic for-profit Social Enterprise whose mission is to change the way the world views people with autism. We partner with leading manufacturers and distributors to deliver precision-driven assembly, packaging, and supply chain services. Our on-site teams are supported by experienced Site Directors and Job Coaches who ensure seamless integration, consistent results, and exceptional quality.

Through proven processes, rigorous attention to detail, and a commitment to operational excellence, AutonomyWorks helps clients solve staffing challenges while creating meaningful employment for a talented and often overlooked workforce. Led by a team of industry veterans, we are growing rapidly and seeking motivated leaders to join us in delivering measurable impact for our clients and our community.

The Opportunity:

As AutonomyWorks continues to grow and expand our Supply Chain Services business, we are looking for a mission-driven leader to manage a new operation inside an automotive parts distribution center. This is an opportunity to lead a team, make a real difference in the lives of our Associates, and show what our workforce can achieve for a major global company.

The Site Director will recruit, hire, train, and lead a team of Associates with disabilities, working to fulfill orders with accuracy and efficiency. The team's work will include parts inventory, making and labeling boxes, filling and sealing orders, and checking for accuracy. The Site Director will provide daily direction, coaching, and feedback to ensure Associates have the tools, guidance, and support needed to succeed. The Site Director will manage scheduling, payroll, attendance, and performance for their site. They will be supported by AutonomyWorks' job coaches, who work alongside the team to reinforce training, quality standards, and workplace success.

The ideal candidate will bring knowledge, creativity, and passion to building and managing a team in a warehouse environment. They will demonstrate independence, strong communication, computer skills, the ability to collaborate closely with the client to understand needs, solve challenges, and meet goals. They will also have the skills to work effectively with individuals with autism and similar disabilities, fostering a workplace where team members have clear expectations and an opportunity to succeed.

Core Responsibilities:

- **Lead a Team:**
 - Recruit, hire, train, and coach a team of Associates to meet daily operational goals.
 - Provide clear direction, regular feedback, and support to ensure each team member has the tools and guidance to succeed.
 - Manage workplace behaviors by reinforcing expectations, following a progressive discipline process, and providing coaching as needed.
 - Schedule Associates to meet production needs, track attendance, and enforce HR policies and procedures for all team members.
 - Manage AutonomyWorks' Job Coaches, who provide on-the-floor support to Associates and reinforce training, quality, and workplace success.
 - Conduct performance evaluations and identify opportunities for skill development and advancement.
 - Motivate team members and provide opportunities for increased skill-building.



- **Partner with Client:**

- Collaborate closely with the client to understand operational needs, priorities, and productivity goals.
- Maintain strong working relationships and act as a trusted partner in achieving shared objectives.
- Address and resolve operational challenges quickly, implementing solutions that prevent recurrence.
- Represent AutonomyWorks positively within the client environment, ensuring alignment with both organizations' expectations and culture.

- **Ensure Operational Excellence:**

- Oversee daily operations, ensuring accuracy, quality, and adherence to established processes.
- Manage workflow in a technology-driven environment, partnering with robotic "co-bots" to fulfill orders efficiently.
- Monitor inventory, labeling, packaging, and order accuracy to meet or exceed client quality standards.
- Enforce safety protocols and HR policies to maintain a safe and compliant workplace.

- **Source and Train Associates:**

- Build and maintain sourcing relationships with state, agency, and local referral sources for job candidates.
- Run Job Shadows, Assessment Days, and Training Programs to prepare new hires for success.
- Maintain a pipeline of qualified candidates and communicate hiring projections and job descriptions to sourcing partners.

Skills:

- **Planning and Execution:**

- Strong planning and organizational skills, with the ability to set priorities and manage time effectively.
- Capacity to work independently, demonstrating initiative, ownership, and follow-through. Ask for help when necessary and escalate appropriately.
- Ability to manage multiple tasks and lead a team toward meeting goals for quality, safety, and productivity.

- **Communication:**

- Clear and confident written and verbal communication skills, with the ability to work effectively with different types of people and maintain positive relationships across multiple organizations.
- Proactive in identifying and solving problems, offering practical solutions.
- Timely and concise reporting through phone, email, and status updates to key contacts.

- **Technology:**

- Proficient with common workplace tools such as email, PowerPoint, Google Workspace, and Microsoft Excel.
- Able to create, organize, and share documents, spreadsheets, and links to manage daily operations efficiently.
- Comfortable learning and using warehouse technology, including working alongside robotic "co-bots."



• **Passion:**

- Willingness to learn new things, including becoming proficient with operational systems and business processes.
- Commitment to helping people with disabilities develop independence and full participation in the work environment.
- Desire to change the way the world views people with disabilities.
- Dedication to building and supporting a motivated, engaged team.

Qualifications and Experience:

- Degree or equivalent work experience in Vocational Rehabilitation, Special Education, Special Recreation, Education, Psychology, Social Work, Human Services, or a related field.
- Five or more years of experience working directly with people with disabilities, preferably in a vocational or employment setting.
- Experience leading teams, setting expectations, and managing performance required.
- Certification in Crisis Prevention Intervention (CPI), First Aid/CPR/AED preferred.

Benefits:

- Paid time off, health insurance, dental insurance, vision insurance, short-term disability insurance, and long-term disability insurance.

AutonomyWorks offers the opportunity to make a difference in an excellent work environment with competitive pay and benefits. To be considered, please send an email expressing interest in this position and a resume to recruiting@emailautonomy.com. To learn more about our dynamic company, visit our web site at www.autonomy.works. We are an Equal Opportunity Employer that values the strength diversity brings to our workplace.