

POSITION DESCRIPTION

JOB TITLE: Employment Specialist

DEPARTMENT: Access to Success

REPORTING TO: Access To Success Director

FLSA STATUS: Non-Exempt

Summary Statement: Assist consumers to obtain, learn and maintain jobs in the community; develop natural supports for consumers.

Essential Functions:

- Attend initial screening meetings for consumers, and conduct screenings in the absence of the Program Manager.
- Gather information re: individual consumer's interests and skills.
- Assist each job seeker in goal setting and developing an Individual Employment Plan (IEP) or Individual Follow Along Plan (IFP).
- Ensure plan goals address needs as identified in the Support Plan and IEP.
- Facilitate IEP/IFP plan meetings, as appropriate.
- Assist consumers in exploring job/career choices, as appropriate.
- Teach job search skills to consumers, and support consumers in the job search process.
- Representing the consumer, contact employers to identify potential job opportunities.
- Develop jobs, using marketing and sales methods.
- Provide consultative services to employers/businesses, when needed.
- Carve positions suited to the level of the job seeker and negotiate carved positions with employers.
- Provide job coaching for new trainees at work sites.
- Facilitate appropriate work relationships between the new trainee, coworkers and supervisor.
- Train consumers to use assistive technology (AT) as needed and maintain awareness of current AT trends.
- Complete Information and Referral forms for consumers using AT and/or individuals inquiring about AT.
- Establish natural supports in the work environment as soon as possible.
- Provide follow along job coaching for consumers at work sites.
- Transport consumers for job search and initial training purposes, as necessary.
- Provide transportation training to consumers, as necessary.
- Keep funding sources informed of job search needs and milestones.
- Provide all documentation according to Access to Success Policy and Procedures.

Other Duties Include (but not limited to):

- Attend all staff and in-service meetings as assigned.
- Represent Hope Haven Children's Clinic & Family Center at appropriate training, workshops, and conferences.
- Participate in field related professional and community organizations that promote professional and personal growth.
- Perform other related work as assigned.

Qualifications:

- Bachelor's Degree in Rehabilitation Counseling or related Human Services Field and one year of experience in counseling, job placement, job coaching, or public rehabilitation program. Successful

experience and employment in counseling, job placement, job coaching, or public rehabilitation program may substitute on a year-for-year basis for the college requirement.

Tools and Equipment:

- General office equipment, computer, etc.
- Equipment required at a job site to teach a consumer his/her position.

Physical Requirements:

- Frequent alternating sitting and standing positions throughout working hours.
- Frequent lifting up to approximately 15-20 pounds.
- Frequent bending, kneeling, and squatting.
- Visual requirement equal to that of one whose work deals largely with computer terminals, analyzing data and figures, transcriptions, etc.
- Talking to convey detailed or important spoken instructions accurately
- Frequent typing for sustained periods of time.
- Ability to travel to alternate locations.

Working conditions:

- Work may be indoors and outdoors depending on the preferred job site of the consumer