

EMPLOYMENT SPECIALIST

Department: Vocational Approved By: _____

Date Written: 6/1/94 Date Revised: 7/7/03, 8/23/16, 1/30/20, 6/27/22

Supervisor: Employment Supervisor

Supervises: _____

JOB SUMMARY: Provides and arranges job development, job coaching, vocational assessments and other services. Identifies, oversees, and provides long term support services relevant to employment.

ESSENTIAL FUNCTIONS:

1. Develops community locations for employment opportunities for people receiving supports from Aspire, Inc. as well as referrals from other sources.
2. Serves as a contact person for Department of Rehabilitation Services counselors and people receiving services funded by Department of Rehabilitation Services.
3. Completes monthly billing information for timely submission.
4. In conjunction with other staff, publishes the quarterly supported employment newsletter.
5. In conjunction with other members of the service team, determines specific goals and objectives for individuals served by Aspire, Inc. and the methods by which these goals and objectives can be accomplished.
6. Implements and documents programs and supports as specified by individual service teams and/or Department of Rehabilitation Counselors.
7. Must prioritize, organize, meet timelines, and be detail oriented.
8. Must make important decisions, and exercise discretion and judgment.
9. Must perform multiple tasks at one time.
10. Communicates effectively both orally and written.
11. Must be tactful, pleasant, and utilize a friendly approach when dealing with others.
12. Responsible for equipment and supply requisitions.
13. Attends and responds to emergency situations as they arise.
14. Serves on agency committees as assigned.
15. Assists with personal care of individuals served as needed.
16. Attends regular staff meetings.
17. Familiar with and complies to Aspire, Inc. policies and procedures.
18. Familiar with and complies to applicable accreditation standards.
19. Familiar with and complies to safety and sanitation regulations.
20. Completes, obtains, disseminates, updates and files all applicable forms/reports.

21. Co-plans, conducts, and attends, extracurricular activities, workshops, inservices, and meetings as necessary.
22. Orders/maintains adequate inventory.
23. Maintains assigned inventory.
24. Intervenes with immediate medical, behavioral, or emergency situations. This may include agency approved physical intervention techniques.
25. Advocates for people supported. Ensures choices and preferences are elicited and respected.

ADDITIONAL FUNCTIONS

1. Assists with transporting people supported and picking up/delivering items and supplies when needed.
2. Performs other reasonably related duties as assigned.

EDUCATION/EXPERIENCE/OTHER REQUIREMENTS:

1. Minimum of two years college or three years of experience working with people with developmental disabilities.
2. Valid drivers license, ability to pass agency's driver training course, and must be insurable under agency insurance policies.
3. Must successfully complete agency approved training and certifications.
4. Must successfully complete the required DHS training on Provider Ethics.
5. Ability to sitting, stand, stoop, lift moderate weights, pushing and/or pulling (ie: wheelchairs, transfers, etc.), some climbing and balancing(ie: stairs, assisting people walking with gait belts, etc.), kneeling, crouching and/or crawling, and significant fine finger dexterity.
6. Ability to organize and meet timelines.
7. Ability to make important decisions.
8. Ability to exercise discretion and judgment.
9. Ability to perform multiple tasks at one time.
10. Must be able to work flexible hours dependent upon current needs of individuals receiving job coaching services.

Applicant must be able to pass a pre-employment drug test prior to employment. Employees are subject to testing per Aspire, Inc.'s Drug Free Workplace Policy. Employee must pass/acquire a Federal background clearance

Every effort has been made to make your job description as complete as possible; however in no way is it stated or implied that these are the only duties you are required to perform. Other related duties necessary to meet the needs of the organization may be assigned to you.

Employee Signature

Date Reviewed