**Job Description**

**Title:** Employment Specialist

**Status:** Hourly, Non-Exempt

**Location:** Mission Services

**Reports** **to:** Supervisor of Mission Services

**Purpose:**

Assume primary responsibility for providing services to individuals from intake through goal planning and discharge for vocational services programming. The Employment Specialist is responsible for working with individuals to match their background, skills, and interests with job openings, preparing candidates for interviews, and assisting with entry into the workforce. The Employment Specialist is responsible for providing an array of vocational services to individuals at their assigned locations to facilitate skill-building, job safety, and the appropriate work behavior necessary to be successful in employment. In addition to working with participants, the Employment Specialist establishes and maintains relationships with employers and public agencies in the community to facilitate learning and secure employment opportunities.

**Essential Functions:**

1. Provide an array of vocational services including intake, job development, employment support, community-based assessment, vocational training, and/or other services identified in an individual’s plan.
2. Conduct participant intake and histories to assess the individual’s background, skills, abilities, and preferences to identify appropriate vocational goals, objectives, and interventions geared toward allowing the individual to meet their individual vocational goals.
3. Facilitate the Person-Centered Planning process involving the individual served and their identified supports and appropriately document this information. Facilitate the ongoing evaluation of a participant’s plan to ensure relevance and to measure progress.
4. Assess the participant’s work skills and abilities and assist with refining skills and acquiring new skills as appropriate.
5. Clearly record participant progress through services and complete all necessary documentation and reporting within established times.
6. Assist participants by identifying necessary community support and providing referrals and connections to identified supports.
7. Comply with applicable CARF standards, federal, state, and local laws governing the provision of vocational services.
8. Comply with agency policies, procedures, contractual guidelines, safety and security regulations, and rules protecting participant confidentiality.
9. Conduct and/or attend regularly scheduled meetings with participants, including planning meetings.
10. Attending all internal and external meetings and training as required.
11. Complete other duties as assigned.

**Key Competencies:**

Integrity/Judgment, Customer Focus, Communication, Teamwork, Dependability/Reliability, Functional Expertise, Initiative and Resourcefulness, Results Focus, Accountability, Organizational skills

**Key Behaviors:**

Model our agency values by putting people first, acting with honesty and integrity, providing an inclusive, equitable, safe and welcoming environment, meeting people where they are, partnering to expand our impact, providing a hand up, not a handout, serving as stewards of donations and the environment, celebrating and rewarding success, and innovating and adapting to change.

**Specific Experience/Skills/Abilities:**

* Experience in vocational rehabilitation preferred.
* Knowledge of local labor market, community support, and services.
* Experience working with individuals with diverse backgrounds, individuals with disabilities, or individuals with other barriers to employment, preferred.
* Understanding of the impact of obtaining employment for individuals with disabilities or barriers to employment.
* Ability to communicate effectively, both verbal and written, with program participants and families, colleagues, community partners, and community employers.
* Ability to work with others in an effective manner, earning their trust and confidence, enabling them to share their feelings to facilitate successful participation in programming.
* Ability to clearly document program activities via case notes, written reports, and other written or electronic media.
* Ability to perform computer functions, including the use of the internet, Microsoft Office, smartphones, and other productivity tools. Ability to learn agency-client case management system.
* Organizational and time management skills
* Detail oriented ability to gather and record data efficiently and accurately.

**Relationships:**

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| 1. Positions Supervised:
 | None. |
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| 1. Internal:
 | Communicate effectively and develop teamwork within the agency. |
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| 1. External:
 | Represent the agency in a positive way to the community by establishing positive working relationships with community entities. |

**Basic Requirements:**

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| 1. Education:
 | Bachelor’s degree in education, social work, psychology, rehabilitation counseling, business, or related field preferred, or three years of experience providing vocational rehabilitation services to individuals with disabilities and/or barriers to employment and High School Diploma or equivalent. |
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| 1. Certification:
 | Must have a valid driver’s license with five or fewer points and automotive insurance. Must regularly provide the agency with proof of valid auto insurance. Certification in First Aid and CPR is required. Ability to complete State of Ohio Department of Developmental Disabilities provider training. The ability to obtain additional certifications may be required, including Certified Employment Support Professional (CESP). |
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| 1. Work Conditions:
 | Works a flexible and varying schedule that may include nights or weekends as determined by the needs of the individual served. Ability to handle a variety of tasks that change often. Ability to work independently with moderate supervision. Travel is required within communities served and may include transporting the individual served. Must be able to perform the physical requirements of the position, including inside sedentary work. Frequent forward, horizontal reach at a desk. Occasional standing, walking up to 60 feet, stair climbing, stooping, bending; push/pull up to 10 pounds. Infrequent crouching/squatting. Working conditions will vary according to each participant’s work site. Standing, lifting, stooping, twisting, and hand/arm manipulation may occur at any job site. |
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| 1. Equipment:
 | General office equipment, computer, phone systems, adaptive equipment. May utilize other equipment such as floor machine, pallet jack, tow motor, based on the needs of the individual served. |

**Financial Impact, Direct/Indirect:**

Responsible for meeting budgeted goals for service hours provided annually.

**Job Description Review:**

I understand this job description and its requirements; and that I am expected to complete all duties as assigned. I understand the job functions may be changed sometimes. I will be able to perform the essential functions of this position with or without accommodation. I understand that if I need accommodation for this position, I will inform the supervisor or a representative from the Human Resources Department of my accommodation needs.