**OCCUPATIONAL DEVELOPMENT CENTER, INC. JOB DESCRIPTION**

# Job Title: Salary Range:

Employment Specialist Unclassified

Approved by: Date:

# Supervised By: Supervises:

Division Manager or Program Specialist, (Baudette only - VP of Programs) Job Coaches and Persons Served as assigned

**Personnel Classification:** Hourly Support Staff, Level\_\_\_\_\_\_\_\_

# GENERAL DESCRIPTION

In close conjunction with the Division Manager or Program Specialist, the Employment Specialist is responsible for the planning, implementation and follow-through of individual rehabilitation plans. Responsibilities will include; providing training, social skills and work experiences designed to improve each Person's Served vocational potential; supervising Persons Served and Job Coaches; assist referrals with career development, job seeking/keeping skills and actual job seeking; complete assessments; serve as a liaison between employers and ODC; educate the business sector to the special needs of the population we serve; and promote the vocational programs to the public.

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# KNOWLEDGE & EXPERIENCE

This position requires a minimum of two (2) years of post secondary training and/or two (2) years experience in related fields of human services, human relations or marketing. Knowledge of the dynamics of barriers to employment (i.e. mental illness, mental retardation, learning disabilities). General knowledge or experience in working with individuals with disabilities and other human service agencies preferred. Must be familiar with the responsibilities and demands of competitive industry. Job development and placement experience would be helpful.

# SKILLS & ABILITIES

Effective written and verbal communication skills to assist in developing and communicating goal-writing and understanding behavioral issues relative to individuals with employment barriers. Strong organizational skills to effectively oversee a consumer caseload consisting of a variety of employment barriers. Strong interpersonal skills to work cohesively with a cross section of both business and social service professionals and to work cooperatively with other Team Members in a team effort. Computer skills a plus.

# OTHER QUALIFICATIONS

The Employment Specialist should be a responsible individual who is creative and innovative, as well as open to new ideas. If external programs are assigned, a valid driver's license and an insurable driving record are required. Must possess or be willing to obtain current CPR and First Aid Certifications. Med certification would be helpful and may be required dependent on the position. Individuals may need to work flexible hours due to the nature of the supervised work as necessary; such as unusual daytime hours, weekends, holidays, and/or evening hours.

Employment will be contingent on successful completion of a Department of Human Services Background Study.

# COMMENTS

Must accept and actively support the Mission and Vision of ODC and adhere to the professional Code of Ethics by: demonstrating sensitivity, respect and an understanding of the special needs of individuals with disabilities; embracing the cultural diversity of experiences and knowledge among the people we work with; serving as a positive role model in dress, speech and behavior; maintaining Person Served confidentiality; and complying with policies and standards set forth.

Job descriptions are considered to be classification and recruiting tools and are not intended to limit the assignment of work.

Rev. 08/18

Employment Specialist Job Description Page2

# SPECIFIC DUTIES AND RESPONSIBILITIES

1. Effectively supervise a caseload of individuals with employment barriers by establishing a working relationship with referral agencies and gain an understanding of services available; develop appropriate worksites; schedule Persons Served and Job Coaches at worksites; establish individual career plans; develop and train Persons Served on proper work techniques to support worksites; identify and initiate training and development needs; provide timely and appropriate feedback to assist in Persons Served development; and communicate appropriately and effectively concerning goal attainment.
2. Supervise the casefile set-up and maintenance in compliance with the Casefile Committee recommendations by maintaining progress notes on individual rehab programs and generate monthly and quarterly reports on the Person Served according to his/her program status.
3. Implement, oversee and submit the appropriate reports to include: billings, status reports, program evaluations, job analysis, progress reports, time studies, and wage and hour reports.
4. Provide a well-organized job seeking/keeping skills curriculum as it relates to each job seeker's assessed needs and provide meaningful and consultative career development assistance in a Person Served-oriented manner.
5. Assist in achieving a smooth transition of Persons Served in and out of our programs, changes of work sites and transfer of case management and supervision by communicating prospective changes to Persons Served and team members.
6. Maintain a cooperative and progressive working relationship with employers and ODC's manufacturing staff by: maintaining quality and quantity control records and standards; establishing roles of responsibility for supervision; providing recommendations for reasonable accommodations; and promoting natural supports, etc.
7. In conjunction with the Division Manager or Program Specialist, renew and recost if necessary, existing contracts with businesses on at least an annual basis and set specific goals to identify and secure employment and assessment opportunities for individuals referred for services.
8. Provide input to the Division Manager or Program Specialist in regards to Person's Served performance, staffings, and program changes.
9. In cooperation with the Division Manager or Program Specialist, provide instructions and training for the Job Coaches of the method and manner in which to provide Person Served training and oral and written feedback regarding each Person's Served job progress .
10. Participate in the Safety Program by: enforcing safety rules; developing safety awareness on the floor; reporting of unsafe conditions for remedies; and, reporting all injuries in a timely manner.
11. In cooperation with the Division Manager or Program Specialist, implement an effective educational and public relations program for the business sector, as well as agencies in the division's service area.
12. Gain an understanding of the certification and accreditation criteria of agencies such as CARF, RSB and DHS and the rules governing the ODC such as Wage & Hour and the Vulnerable Adult Act.
13. Attend and participate in team meetings, staff meetings, in-services, advisory committees, etc. as required and/or deemed necessary to benefit Persons Served progress.
14. Authorize Person's Served vacation and sick leave requests and maintain daily attendance records.
15. Oversee the maintenance of the Job Coach and Placement manuals.
16. Provide back-up support to Job Coaches during absences and transport consumers to and from work sites as necessary.
17. Perform other duties as assigned and as changing conditions require and new opportunities arise.

# I have reviewed these job requirements and verify that I can perform all essential functions of this position.

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# Signature Date