



**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, timestudies, 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.**

\_\_\_\_\_  
Signature

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Date

**Occupational Development Center, Inc.  
Analysis of Essential Job Functions and Demands of the Position**

Position: Employment Specialist

Rev. 08/18

<b>Ratings used for this Analysis:</b>	Constantly	=	Two-thirds time or more	Seldom	=	Less than one-third time
	Frequently	=	One-third to two-thirds time	Never	=	Non-existent
	Occasionally	=	Up to one-third time			

The following are averages based on all ODC divisions. If changes are needed to meet the specific needs of a division, please make changes to rating and/or comments and initial.

	<b>C</b>	<b>F</b>	<b>O</b>	<b>S</b>	<b>N</b>	<b>Comments</b>
<b>A. <u>PHYSICAL ACTIVITY</u></b>						
1. Standing			<b>X</b>			
2. Walking		<b>X</b>				
3. Sitting		<b>X</b>				
4. Lifting up to 10 lbs.				<b>X</b>		
5. Lifting up to 20 lbs.				<b>X</b>		
6. Lifting up to 30 lbs.					<b>X</b>	
7. Lifting up to 40 lbs.					<b>X</b>	
8. Lifting up to 50 lbs.					<b>X</b>	
9. Lifting over 50 lbs.					<b>X</b>	
10. Climbing					<b>X</b>	
11. Stooping					<b>X</b>	
12. Crouching					<b>X</b>	
13. Kneeling					<b>X</b>	
14. Crawling					<b>X</b>	
15. Turning/Twisting					<b>X</b>	
16. Bending at Waist					<b>X</b>	
17. Reaching					<b>X</b>	
18. Fingering			<b>X</b>			
19. Eye-Hand Coordination			<b>X</b>			
20. Foot-Hand-Eye Coordination				<b>X</b>		
21. Driving						
Car		<b>X</b>				
Van				<b>X</b>		
Bus					<b>X</b>	
Box Truck					<b>X</b>	
Forklift					<b>X</b>	
22. _____						
23. _____						
24. _____						
25. _____						
<b>B. <u>USE OF SENSES</u></b>						
1. Speech						
Ordinary Conversation	<b>X</b>					
Telephone Conversation	<b>X</b>					
2. Hearing						
Ordinary Conversation	<b>X</b>					
Telephone Conversation	<b>X</b>					

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	<b>Frequently</b> = <b>One-third to two-thirds time</b>	<b>Never</b> = <b>Non-existent</b>
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<b>C</b>	<b>F</b>	<b>O</b>	<b>S</b>	<b>N</b>	<b>Comments</b>
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**C. ENVIRONMENTAL CONDITIONS**

1. Work Area						
Inside	<b>X</b>					
Outside			<b>X</b>			
2. Works alone		<b>X</b>				
3. Works with others		<b>X</b>				
4. Works around others		<b>X</b>				
5. Verbal contact w/others	<b>X</b>					
6. High (85+) Temperature			<b>X</b>			
7. Low (50-) Temperature			<b>X</b>			
8. Noise						
Especially High Level (+85 d)			<b>X</b>			
9. Unavoidable Hazards						
Mechanical					<b>X</b>	
Electrical					<b>X</b>	
Moving Objects			<b>X</b>			
Heights					<b>X</b>	
Cramped Quarters					<b>X</b>	
Other (specify) _____						

**D. ATMOSPHERIC CONDITIONS**

1. Fumes				<b>X</b>		
2. Odors				<b>X</b>		
3. Dusts				<b>X</b>		
4. Smoke				<b>X</b>		
5. Gases				<b>X</b>		
6. Oil/Grease					<b>X</b>	
7. Other (specify) _____						

**E. OTHER CONSIDERATIONS**

- Is this position closely, moderately, or minimally supervised? Please explain: The Employment Specialist is moderately supervised. This person must be able to work independently as a large percentage of their job occurs off the premises.
- Does this position have access to confidential information? Yes X No      If yes, please explain: Person Served casefiles to include medical, psychological testing, diagnosis, vocational and social histories. Staff personnel files directly responsible for supervising (job coaches).

**E. OTHER CONSIDERATIONS continued**

3. Check any of the following factors that are important to successful performance in this position:

Math and Calculation	<u>  X  </u>	Writing:	
Problem Solving	<u>  X  </u>	Simple	<u>  X  </u>
Reasoning & Analyzing	<u>  X  </u>	Complex	<u>  X  </u>
Interpersonal Skills	<u>  X  </u>	Communication Skills	<u>  X  </u>
Reading & Proofreading		Dexterity (skill and ease in using hands, mental skill or quickness)	<u>  X  </u>
Simple	<u>  X  </u>		
Complex	<u>  X  </u>		
Other (specify)			
Sales Techniques	<u>  X  </u>		
_____	_____		

Describe the requirements of this position that make these factors important:     **This position requires a very professional image and ability to identify and secure employment for individuals while maintaining an effective public relations program for the business sector. Effective communication at all levels are essential for the day-to-day management of the Persons Served, team members, businesses, and co-workers.**    

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4. Are there particular working conditions associated with this position which should be noted such as working environment, hours of work, travel, work space, etc.? Yes   X   No      If yes, please explain:  
    **This position requires a moderate amount of travel for contacting current contract holders as well as securing new job development sites. Occassionally, this position may be required to serve as a substitute job coach and/or transport Persons Served between job sites.**    

I have read and undersood the Employment Specialist Job Description along with the Essential Job Functions and Demands of the Position.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_