

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

**Job Title:** Employment Services Consultant Approved by: \_\_\_\_\_

**Salary Range:** Unclassified Date: \_\_\_\_\_

**Supervised By:** Program Services Manager

**Supervises:** Employment Support Specialists and Persons Served as assigned

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

**GENERAL DESCRIPTION**

In close conjunction with the Program Services Manager, the Employment Services Consultant 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 Employment Support Specialists; 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.

**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, intellectual and 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 over-see a Person Served 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 Services Consultant 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.

### 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 Employment Support Specialists 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 Program Services Manager, 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 Program Services Manager regarding Person's Served performance, staffings, and program changes.
9. In cooperation with the Program Services Manager, provide instructions and training for the Employment Support Specialists 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 Program Services Manager, 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, DEED 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 Employment Support Specialist and Placement manuals.
16. Provide back-up support to Employment Support Specialists during absences and transport Persons Served 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**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date**

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

Position: Employment Services Consultant

Rev. 02/22

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

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

<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 Services Consultant 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	
Simple	<u>  X  </u>	using hands, mental skill	
Complex	<u>  X  </u>	or quickness)	<u>  X  </u>
Other (specify)			
Sales Techniques	<u>  X  </u>		
_____	<u>      </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.**

\_\_\_\_\_

\_\_\_\_\_

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 Employment Support Specialist and/or transport Persons Served between job sites.**

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

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

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