

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

Job Title: Employment Support Specialist Approved by: _____

Salary Range: Unclassified Date: _____

Supervised By: Employment Services Consultant

Supervises: Persons Served, as assigned

Personnel Classification: Hourly Support Staff, Level _____

GENERAL DESCRIPTION

In close conjunction with the Employment Services Consultant, this position will be responsible for the direct supervision and training of Persons Served. The Employment Support Specialist's goal will be to train Persons Served to a level of accomplishment and productivity that allows for the fading out of the Employment Support Specialist and independence for the Person Served performing at employer work standards. The Employment Support Specialist will also act as a liaison between employers and the ODC. Supervisory time at each ongoing job site will be reduced as Person Served training progresses.

KNOWLEDGE & EXPERIENCE

High School Diploma or GED. Minimum of one (1) year of post-secondary training or experience in related human services employment. General knowledge and understanding of vocationally disabling conditions, including intellectual disabilities, mental illness, physical disabilities, and social adjustment problems. Familiarity with the responsibilities and demands of competitive industry and positive support techniques.

SKILLS & ABILITIES

Ability to relate well to individuals with disabilities. Good verbal and written communication skills to enable them to work cooperatively with private businesses, its customers, non-profit facilities and ODC Team Members. Ability to perform job analysis and/or on-the-spot assessments. Basic computer skills desirable.

OTHER QUALIFICATIONS

Individuals will 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. Valid, appropriate driver's license and insurable driving record. Must possess or be willing to obtain a current CPR and First Aid Certificate. Must possess or be willing to obtain Med Certification in order to distribute medications to persons served. 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. Serve as advocate for Persons Served with employers and co-workers in the areas of mutual acceptance, cooperation and accommodation.
2. Participate in and direct daily production at work sites by maintaining timesheets and attendance records.
3. Maintain quality control records and standards as required by the host business and/or the ODC.
4. Provide oral and written feedback to the Person Served and Employment Services Consultant regarding job progress and employer requirements (i.e. provide evaluation information, case notes, assessments, etc.).
5. Supervise a caseload of Persons Served and develop Individual Career Plans and Vocational Support Plans in coordination with staff and other care providers and assist Persons Served in obtaining these goals.
6. Review reports with the Employment Services Consultant and Person Served, providing input regarding performance and program changes.
7. Train Persons Served to perform the tasks required of the job by becoming familiar with all aspects of the work to be performed, completing job analysis, establishing and maintaining a work schedule system to ensure timely completion of work, and providing follow through support.
8. Attend and participate in Person Served team meetings as directed by your supervisor.
9. Assist Employment Services Consultant with assessments and related documents.
10. In conjunction with the Employment Services Consultant, schedule Persons Served for various work sites.
11. 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.
12. Assist with the training of other Employment Support Specialists as directed.
13. Attend and participate in weekly staff meetings, in-services, workshops, and appropriate staff development sessions.
14. Transport Persons Served to and from work sites as necessary.
15. 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 Support Specialist

Rev. 03/22

Ratings used for this Analysis:	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.

	C	F	O	S	N	Comments
A. <u>PHYSICAL ACTIVITY</u>						
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. Finger Dexterity			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. <u>USE OF SENSES</u>						
1. Speech						
Ordinary Conversation	X					
Telephone Conversation		X				
2. Hearing						
Ordinary Conversation	X					
Telephone Conversation		X				

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	Occasionally	=	Up to one-third time			

C	F	O	S	N	Comments
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C. ENVIRONMENTAL CONDITIONS

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

D. ATMOSPHERIC CONDITIONS

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

E. OTHER CONSIDERATIONS

- Is this position closely, moderately, or minimally supervised? Please explain: Minimally supervised. Most of their time is spent out of the facility, although they report to Employment Services Consultant on a regular basis.
- 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.

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> </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> </u>	or quickness)	<u> X </u>
Other (specify)			
_____	<u> </u>		
_____	<u> </u>		

Describe the requirements of this position that make these factors important: Participate in and direct daily production at the work site by maintaining piece-rates, timesheets, and attendance records. Maintain quality control standards. Provide oral and written feedback to the Persons Served and Employment Services Consultant regarding job progress, employer requirements. Implement vocational goals on individual rehab plan for Persons Served. Train Persons Served to perform the tasks required of the job. Transport Persons Served as needed.

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:
Working environment will vary depending upon job sites. Flexible hours/days depending on job site. Responsibilities include transporting Persons Served between job sites with personal vehicle and/or Company vehicle.

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

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____