Serving Northern Minnesota for Over 50 Years

Approved by:

Recoverable Signature

Lane Young
President/CEO
Signed by: S-1-12-1-2264844470-1109717387-4287755663-2212056100/5d2572f7-c76f-4278-a996-78e918aaba8

Employment Support Specialist

Classification: Hourly, Non-Exempt
Reports To: Employment Services Consultant
Supervises: Individuals served, as assigned
Revised: 02/26

About ODC

Occupational Development Center, Inc. (ODC) is a mission-driven organization dedicated to creating meaningful work opportunities for individuals with disabilities while delivering high-quality products and services to our business partners. We value integrity, collaboration, and respect—and we're proud of the positive impact our work has on people and communities.

Position Summary

The Employment Support Specialist empowers individuals with disabilities to achieve meaningful, competitive employment in community settings. Working collaboratively with the Employment Services Consultant, this role provides hands-on job coaching, skill development, and workplace advocacy to support individuals in reaching independence and long-term employment success.

This position partners closely with local employers to ensure positive working relationships, effective training, and successful outcomes for both the individual and the business. As individuals gain skills and confidence, support is gradually reduced to promote independence and sustained employment.

Key Responsibilities

Job Coaching & Skill Development

- Provide individualized, on-site job training and support in community employment settings.
- Conduct job analysis and task breakdowns to ensure effective skill development.
- Develop and implement Individual Career Plans and Vocational Support Plans in collaboration with team members and the individual served.
- Gradually, scale back support as independence and productivity increase.
- Monitor performance and provide ongoing coaching and constructive feedback.

Employer & Community Partnership

- Serve as a liaison between employers and the organization to promote strong working relationships.
- Advocate for workplace inclusion, accommodation, and mutual understanding.
- Maintain quality standards required by host businesses and organizational guidelines.
- Assist with scheduling at community work sites in coordination with the Employment Services Consultant.

Documentation & Communication

- Maintain accurate documentation including timesheets, attendance records, case notes, and progress reports.
- Provide written and verbal updates to the Employment Services Consultant and interdisciplinary team.
- Participate in team meetings and contribute to progress reviews and program adjustments.

Safety & Compliance

- Promote workplace safety and ensure adherence to safety protocols.
- Report unsafe conditions and workplace incidents promptly.
- Maintain confidentiality and comply with all organizational policies and regulatory requirements.

Team Contribution & Professional Development

- Support and mentor new team members as needed.
- Participate in staff meetings, training sessions, and professional development opportunities.
- Demonstrate a commitment to continuous learning and inclusive practices.

Transportation

- Transport individuals to and from work sites as required.

Qualifications

Education & Experience

- High school diploma or equivalent required.
- Experience in human services, workforce development, job coaching, or working with individuals with disabilities preferred.
- Familiarity with behavioral strategies and person-centered planning is a plus.

Skills & Competencies

- Strong verbal and written communication skills.
- Ability to build rapport with individuals, employers, and team members.
- Effective organizational and time management skills.
- Ability to conduct on-the-spot assessments and adapt support strategies as needed.
- Basic computer proficiency and ability to use documentation systems.

Additional Requirements

- Commitment to ODC's Mission, Vision, and Standards of Behavior, including confidentiality and ethical conduct.
- Ability to work a flexible schedule based on client and employer needs.
- Valid driver's license with an insurable driving record.
- CPR and First Aid certification (or willingness to obtain upon hire).
- Successful completion of a MN Department of Human Services Background Study

Why this Role Matters

As Employment Support Specialist, you will directly impact the lives of individuals with disabilities by creating an inclusive workplace where people feel valued, capable, and empowered---while delivering quality products and services to ODC's customers.

This job description is intended as a general guide and does not limit the assignment of additional responsibilities as organizational needs evolve

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

_____ _____

Signature Date