

Community Employment Lead

REPORTS TO: Director of Services

SUPERVISES: Employment Specialist

STATUS: Non-Exempt - refer to personnel policies for detailed explanation.

JOB OBJECTIVES: Responsible for the job development and ongoing promotion of the Community Employment Services program and its participants; serves the organization primarily within the communities served, meeting employers and other key benefactors where they are and creating positive impressions of the program, services, staff and program participants throughout service area.

ESSENTIAL JOB FUNCTIONS:

Marketing & Promotion

- Work with JRDS Marketing on creating, promoting & educating potential participants, community members, employers & stakeholders on JRDS Community Employment Services.
- Host/Attend Informational Session, Job Skills Groups (job club), etc.

Additional Duties

- Perform duties of an Employment Specialist
- Become certified in Benefits Information Network to be able to act as the BIN Liaison
- Survey the community for employment opportunities (e.g. contact employers via phone/letters) for the purpose of expanding the employment options available to students and adults.
- Conduct job and task analyses on new or potential jobsites for the purpose of determining specific skills required to perform work as well as required vs preferred duties and responsibilities; Visit work sites consistently for the purpose of securing and maintaining relationships with employers and to explore possibilities for expanding opportunities.
- Coordinate activities (e.g., provider agencies, employment services, contract activity) for the purpose of maximizing employment opportunities for program participants
- Create partnership with local schools to develop a method/process by which Community Employment Services is introduced to those aging out of school and transitioning to VR Employment Services so that students are already familiar with Community Employment Services staff and can go straight from school job coaches to Community Employment Services coaching if needed
- Creating and maintaining binder of interested employers and contact information for hiring manager - separate binder with active client's job goals & referral for basic info on hand
- Participate in client related meetings,
- Takes all Community Employment Services Choice Calls from VR program participants interviewing potential providers
- familiarizes self with local resources, initiates collaborative partnerships, then connects clients with appropriate community supports
- Documenting all client specific work/research to ensure its billable activity and usefulness to ES

Staff Management

- Supervise Employment Specialist; monitor work performance and provide ongoing feedback to improve productivity and employee job satisfaction.
- Conduct performance evaluations as set forth by the JRDS Policies and Procedures.

- Report all cases of suspected abuse, neglect, exploitation, discrimination, or harassment immediately.
- Maintain confidentiality regarding all personnel matters.
- Maintain current knowledge of agency policies and procedures as they relate to personnel; monitor staff for adherence to policies and procedures;
- Partners with Employment Specialist to provide supports and assistance when not in the community or focusing on other projects. Assists with keeping records/data of program participant goals and needs to ensure actively pursuing relevant resources, community employers, and event leads
- Oversees client specific activities are correctly billed.
- Host regular staff meetings with Employment Specialists to ensure working knowledge of Employment Program participants and their vocational goals in order to effectively and efficiently locate, secure, and match participants with appropriate opportunities

CRITICAL SKILLS/KNOWLEDGE/ABILITIES:

- Thorough knowledge of all aspects of Community Employment Services program, clients served, unique work-based site of Thrift Store, and Vocational Rehabilitation employment services to develop effective marketing strategies.
- Strong time management skills
- Thorough knowledge of procedures used in performing duties;
- Thorough knowledge of job-related regulations; Understanding of employment laws, staying up to date on changing labor laws and federal, state and local rulings.
- Thorough knowledge of behavior and aggression management and how to implement;
- Working knowledge of applicable computer system and programs including Microsoft Word, PowerPoint and Excel; Uses a computer to access, input and retrieve work-related information and to prepare written documents.
- Exceptional people skills. Ability to effectively communicate verbally and in writing; Proficient in public speaking
- Ability to develop and maintain effective, cooperative and productive work relationships with supervisor, co-workers, and public;
- Ability to anticipate problems and initiate corrective action;
- Ability to make practical application of policies/procedures to assigned tasks;
- Ability to write, complete, process and maintain required paperwork;
- Ability to perform and provide CPR and first aid as required;
- Ability to assign, supervise, instruct, train, counsel, coordinate, direct and evaluate subordinate(s);
- Ability to legally and safely operate a motor vehicle;

JOB STANDARDS:

Bachelor's degree preferred plus a minimum of two years of full-time work experience in related field. CPR and first aid certification required. Sign language would be beneficial. Excellent work references required. Position requires twisting, bending, stooping, kneeling.

RESPONSIBILITY: Work is assigned by supervisor and may consist of detailed instructions. Assignments are usually carried out using standardized procedures. When specifications and guidelines do not exist, employee is expected to use good judgment, creativity and innovation in selecting and adapting methods or procedures to fit unusual or complex situations and the supervisor is to be advised of or consulted on concerns about new or unique tasks. Essential job functions (expectations) are subject to change per state regulations and/or client or program needs. Independent decision making required.

HEALTH AND SAFETY: Employee is to assure health and safety of self and others by following all applicable agency policies, laws, and regulations and reporting potentially unsafe conditions to management. The following policies apply: posted health and safety policies, Universal

Precautions, Emergency Action Plan; however, this list is not all inclusive and may be changed as required. All staff are evaluated on health and safety, and will be disciplined for violating policies. Employee is to participate in required training, which may include appropriate agency drills (i.e., fire, tornado, evacuation, etc.).

PHYSICAL EFFORTS:

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit. Position requires twisting, bending, stooping, kneeling. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORKING ATTIRE: Agency dress code should be followed per the Personnel Policies manual.

Signatures below indicate review of the job description

Employee

Date

Supervisor

Date