

## Employment Specialist

**REPORTS TO:** Community Employment Lead

**SUPERVISES:** N/A

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

**JOB OBJECTIVES:** Responsible for assigned caseload of Employment Services program participants, based on compatibility and geographical location, to serve throughout their journey through employment services beginning to end. The Employment Specialist assists participants with choosing, preparing for, obtaining and maintaining employment long term.

### **ESSENTIAL JOB FUNCTIONS:**

- Managing caseload of 10-15 individuals at varying stages of employment services, with the intention of a start to finish approach;
- Works directly with participants to discover who they are as individuals, explore strengths & interests, discuss options and goals, and create a plan to help reach those goals together;
- Creates and arranges opportunities to observe jobs in real time, explore them hands on, and gather as much information as possible to make sure the vocational goal and plan for employment give participants the very best chance of success;
- Will arrange meetings and activities to develop work skills, facilitate assessments and evaluations, arrange relevant opportunities, identify barriers to employment and work to overcome those;
- Continually maintains close contact with participants, managers, and VR counselors for ongoing support from job training and placement to long term job retention.
- Report all cases of suspected abuse, neglect, exploitation, discrimination, or harassment immediately.
- Follow JRDS individual information privacy & security policies & procedures;
- Follow JRDS Personnel Policies & Procedures;
- Other duties as assigned.

### **CRITICAL SKILLS/KNOWLEDGE/ABILITIES:**

- Ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Ability to be open and flexible with schedule
- Strong time management skills, ability to work independently
- 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, willing to network in the community and create connections.
- 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 legally and safely operate a motor vehicle and travel between local counties.

**JOB STANDARDS:**

Bachelor’s degree preferred plus a minimum of one year 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