

## EMPLOYMENT SPECIALIST I DESCRIPTION

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### Reports To: Vocational Coordinator

**Objective:** This position exists to assist persons with disabilities to maintain employment in the community through support and training at their place of employment. Additional duties can include assisting with assessments and job development tasks.

### Position Standards:

1. Be at least 18 years of age.
2. An acceptable Criminal Background Verification
3. Successful completion of Company Orientation; on the job training, and others as required
4. Provide a positive role model for consumers, other employees and team members
5. Valid driver's license and reliable vehicle meeting ARA standards including insurance
6. This is an at will position

**Working Conditions/Environment:** Hours are dependent upon consumer need and may vary from week to week in order to meet these changing needs. The position may require travel to numerous locations and may involve the transportation of consumers. The position requires the ability to work independently.

### Position Responsibilities/Essential Position Functions:

The performance of the following position responsibilities shall be dictated by Supervisor, employment site and consumer need.

### PROGRAMMATIC

1. Provide support and training to consumer(s) in community based employment to assist them with successfully fulfilling/maintaining employment as independently as possible.
2. Implement consumer individual employment plans.
3. Make recommendations for enhancement of consumer place of employment to improve independence.
4. Be an advocate for the consumer.
5. Maintain consumer confidentiality.
6. Assist with the employment related assessment as requested.
7. Pursue employment opportunities to match consumers' skills and Job Development Plan as requested.
8. Write reports based on observations and work performed during on the job site.
9. Network with community employers to learn about and develop employment opportunities.
10. Complete daily and monthly documentation and reports in accordance with standards.
11. Assist individuals to complete applications, create resumes, develop interviewing skills and perform other activities to assist with obtaining employment.
12. \_\_\_\_\_

### FISCAL

1. Document and record Job Coaching hours at each employment location as directed.

**ADMINISTRATIVE/SUPERVISORY**

1. Maintain necessary consumer records and additional supportive documentation.
2. Accurately complete weekly Job Coach Report.
3. As requested, complete consumer monthly summaries.
4. Notify supervisor and respond immediately to consumer and employer issues as needed.
5. Act as a liaison between Supervisor, consumers, and employer.

**TRAINING/DEVELOPMENT/PERSONNEL**

1. Complete all agency sponsored training by designated due dates.
2. Provide job site/consumer training to new employees.

**HEALTH/SAFETY**

1. Comply will all safety standards as directed by ARA.
2. Comply will all safety standards at employment site.
3. Assist consumer to comply will all safety standards at employment site.
4. Provide assistance with personal care/medical needs as directed by supervisor
5. Identify workplace hazards (i.e. unacceptable lifting limits, fumes) and report to Aurora Supervisor.

**COMMUNICATION**

1. Maintain regular contact with direct supervisor, employment site supervisor and consumers.
2. Utilize Aurora supervisor as a program resource.
3. Attend meetings as scheduled.
4. Ensure all communication required for quality and continuity of consumer care and growth.
5. Always communicate in a professional manner.

I have read the above position description and have been given the opportunity to ask/clarify questions I may have. I agree to fulfill the responsibilities established and I am also aware that I may be asked to perform additional functions as necessary to meet the needs of the consumer, ARA and the employment site. I am also aware that I am being hired at will.