

Position Title: Employment Specialist

Reports to: Director of Education and Employment Services

Overview: The Employment Specialist is responsible for providing assistance to individuals including vocational readiness assessments, skills assessment and training, job networking, job development, placement, on the job training and other supports needed for individuals to be successful at their place or future place of employment.

Educational Requirements: B.A. or B.S. in related field, or equivalent experience may be substituted for degree requirements plus one years' experience in supported employment with individuals with disabilities. This position requires a high degree of organizational skills, and strong oral and written communication skills.

Essential Job Functions:

- Participate in achieving department goals set forth by the Director of Education and Employment Services
- Actively participate in weekly meetings with supported employment team
- Actively participate in staff meetings and required trainings
- Other duties assigned by the Director of Education and Employment Services
- Training of job coaches at worksites and ongoing indirect supervision of job coaches
- Coverage for clients when job coach is absent – assist with personal care needs of client as needed during the day.
- Actively participate in transition meetings for individuals transitioning from school to adult services or for those seeking to transfer to CCS/Way2Work.
- Verbal and written communication with Service Coordinators and other parties in regards to clients work schedules, changes in employment and other related matters.
- Transportation support when needed
- Understanding an implementation of employment tools for successful employment (work incentives (SSI/SSDI))
- Create and maintain professional relationships with clients, families and team members - including comprehensive knowledge on client needs (e.g.: review of client files, communication with client support team).
- Marketing and sales of program in a professional manner
- Networking with Vermont businesses – including cold calling, spontaneous drop in and other networking opportunities.
- Understanding of HIPPA requirements and overall CCS/W2W disclosure policies.

A) Person Centered Supports

- Assist in job meaning/value of employment for clients, families and employers
- Create an Individual Employment Profile for all clients participating in the supported employment programs – Identifying clients employment desires, skills and talents, and support needs to be successful.
- Identifying, creating and maintain meaningful, measurable employment goals with clients, families and overall client team. Once goals are created – the implementation and oversight of such goals.
- Actively participate in client's team meetings, home visits and ISA meetings. This could include IEP and team meetings within a school environment.
- Understanding and presentation of work incentive programs and how client's current benefits can be effected by employment. Collaborate with the State Benefit Coordinator when needed.
- Provide individual educational supports with assistive technology and computer technology based on client's employment goals.

- Attend transition meetings, team meetings, home visits and ISA meetings to collaborate and network with client, team and family members on employment strategies.
- Clients assessment for vocational success and advancement
- Support the creation of employment documentation with clients (e.g.: resumes, letters of reference, etc.)
- Job development – Employment evaluations – Identify client skills and employer need and provide a match of employment opportunity.
- Client Advocacy
- Job site education for management and direct client co-workers
- On the job training – client and job coach
- Create, maintain and oversee employment site fade out plans
- Job site visits - Including intervention when needed – worksite observations – client promotions in position or tasks
- Creativity in employment opportunities – including self-employment.
- Creation of task analysis and other employment documentation that is pertinent for client success

B) Networking

- Work with the Director of Employment and other identified professionals, parents, friends, colleagues and clients in assessing, developing and maintaining vocational experiences.
- Establish and maintain relationships with partnered employers and Vermont business community.
- Outreach to area employers in creating meaningful, valued employment for our clients – including but not limited to job development, job carving, and employer education. This also includes creating mock interviews, site tours, job shadows, internships and other methods to experience vocational opportunities.
- Understanding of Employer incentives in hiring individuals with disabilities and the process in which Way2Work utilizes these incentives within job development.
- Collaborate with Vocational Rehabilitation – including stipends and other financial assistance to eliminate barriers to employment (e.g.: assistive technology, uniforms).
- Participate in Coalition Workforce Solutions (CWS) meetings and events as stated by the Director of Supported Employment.

C) Documentation

- Info Trac – payroll and documentation system – this includes comprehensive notes in regards to employment process, site visits and goal oversight.
- CEO Forms (Client Employer Observation)
- Vocational Rehabilitation paperwork
- Updating work schedule sheet and Way2Work Snapshot documentation
- Wage Verification
- Maintaining job descriptions for all worksites.