

Position Title: Supported Employment Coordinator

Reports to: Employment and Education Senior Leader

Overview: The Supported Employment Coordinator is responsible for supervising the supported employment staff, providing employment assistance to participants for them to be successful in employment. The Supported Employment Coordinator will provide overall support to the Employment and Education programs. This position requires a high degree of organizational and strong communication skills.

Educational Requirements: B.A. or B.S. in related field, or equivalent experience plus one years' experience in the human services field. Supervisory experience is preferred but not required.

A) Essential Job Functions:

- Supervise and provide support to the Supported Employment team
- Participate in the hiring and onboarding of new staff for the employment and education department, and train new staff for supported employment pre-service.
- Actively participate in weekly meetings with supported employment team, all staff meetings and required trainings
- Train job coaches at worksites and provide ongoing indirect supervision of job coaches
- Organize work coverage needs weekly, cover clients at job sites as deemed required for client job retention.
- Collaborate with HireAbility for participant employment needs. Including but not limited to: vocational funding requests, paperwork, monthly and benefit counselors.
- Coordinate assessments to identify each individual interest, strengths, need for accommodations, ability for independence, etc.
- Point person for United Way Campaign
- Maintain work data for required reporting such as, employment longevity, hours and wages to ensure individuals are being paid fair wage
- Work closely with Employment and Education Senior Leader to identify one time employment and assistive technology funding needs.
- Point person for individuals who want to explore self-employment
- Identify networking opportunities and trainings that are provided by supported employment partners, such as Chittenden County Workforce Partners meetings, Core Transition meetings, VBSR
- Communicate regularly with Participant's teams regarding clients work schedules, changes in employment and other related matters.
- Participate in transition meetings for individuals transitioning from school to adult services as needed.
- Understanding and implementation of employment tools for successful employment (i.e. work incentives, SSI/SSDI)
- Basic knowledge of how earned wages could affect individuals benefits
- Knowledge of employer incentives for hiring individuals with disabilities

- Outreach to area employers to create meaningful, valued employment for our clients – including but not limited to job development, job carving, and employer education.
- Establish and maintain relationships with partnered employers and Vermont business community.
- Be an active participant in helping the supported employment department develop and reach their goals
- Other duties as assigned by the Employment and Education Senior Leader

B) Person Centered Supports

- Assist in job meaning/value of employment for clients, families and employers
- Identify individuals employment dreams, skills and talents, and support needs to be successful.
- Identify, create and maintain meaningful, measureable employment goals with clients, families and client team and implementation and oversight of goals.
- Active participation in client team meetings, home visits and ISA meetings to collaborate team on employment strategies
- Clients assessment for vocational success and advancement
- Job site education as needed regarding individualized supports
- Oversee employment site fade out plans
- Job site visits, including intervention if needed

C) Documentation

- Electronic Health Records
- Vocational Rehabilitation paperwork
- Updating work schedule sheet and Way2Work Snapshot documentation
- Wage Verification
- Create and maintain work plans for all employment sites

Professional Expectations:

- ✓ Exhibits commitment to philosophy of inclusion, self determination and individualized growth for people with developmental disabilities.
- ✓ Work as a leader in supported employment in the Employment and Education programs at CCS, with agency partners and with worksites.
- ✓ Ability to provide personal care, support with medical needs and medication administration, behavioral supports and other support in a person's individual support agreement as needed

Required skills:

- ✓ Supervisory ability
- ✓ Proven team leadership ability
- ✓ Knowledge of crisis de-escalation and intervention strategies
- ✓ Strong organizational and multi-tasking skills
- ✓ Excellent interpersonal, writing and communication skills
- ✓ Excellent judgment and independent decision making skills
- ✓ Ability to research and network with local community resources and agencies.

Physical Demands:

- ✓ Ability to provide physical support to clients including, but not limited to, occasionally lifting or transferring clients, supporting clients while walking, lifting/pushing manual wheelchairs, supporting clients moving in and out of wheelchairs or vehicles, performing other physical tasks that utilize full range of motion.

Access to Information:

In accordance with all HIPAA requirements, there is authorized access to the following documentation/ records:

- ✓ The complete individual record set as necessary to fulfill job requirements.