
Job Title: Employment Specialist 1

Department: Vocational Services

FLSA Classification: Hourly

Reports to: Program Manager

Hours: Primarily days Monday-Friday

JOB SUMMARY

The Employment Specialist 1 supports Sherwood's mission by assisting individuals with disabilities in obtaining, maintaining and advancing in community paid employment that is consistent with their vocational goals. The position is responsible for facilitating good working relationships between funding sources, the client and prospective employers to ensure strong, natural work supports and a smooth transition to employment. Will provide follow-along services for participants working in community jobs and work at job sites to help train both the participant and the employer on effective communication techniques, overcoming barriers to successful job performance, assessing the workplace for safety, and developing natural supports in the workplace.

ESSENTIAL DUTIES & RESPONSIBILITIES

Responsibilities

1. Engage job seeking participants and family in the Intake, Discovery and CBA process to collaborate in creating a good job match for the participant. Connect to other community resources as appropriate.
2. Assess job seeker skills and support needs utilizing community based assessment sites.
3. Create client resumes and or electronic portfolios.
4. Work with Community Inclusion Specialists/Job Coach to train and develop job skills for those participants who are in volunteer specialists
5. Develop individualized Career Path Plans that identify specific employment goals and the methods and strategies to achieve those goals.
6. Work with potential employers to develop individualized jobs.
7. Provide feedback to participant regarding grooming, interview skills, vocational expectations and job performance, utilizing findings from observation, task analysis and training.
8. Provide on-site job training and support to participants at the workplace regarding job duties, policies, and procedures in collaboration with the employer.
9. Provide travel training if job seeker requires assistance in transportation.
10. Troubleshoot issues and concerns that arise at the job site and work with the employer and participant to maintain a positive and successful working relationship.
11. Provide support and training to employers to facilitate a reduction in the need

for paid support and the integration of the supported employee into the regular work routine of the business.

12. Maintain excellent communication with the participant, their circle of support, the referring agency, and other involved parties such as residential providers, regarding progress on and outcomes of employment plan.
13. Provide environmental analysis; Assist employers to identify, modify and/or eliminate architectural, procedural and attitudinal barriers to better accommodate the employability needs of supported employees.
14. Secure job performance feedback from employer and make appropriate adjustments to the individual's employment service plan to enhance job performance.
15. Assure authorizations are kept current and notify counselor/caseworker if any changes are needed in the Career Path Plan.
16. Electronically submit daily progress notes.
17. Identify and participate in training opportunities, seminars, including training sessions for program participants.
18. Responsible for maintenance of case records and files following all HIPPA guidelines and agency procedures.
19. Maintain schedule using Outlook Calendar for records and in order to relay messages.
20. Other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education
 - Required: High School Diploma. Associates degree preferred.
2. Experience
 - One-year experience working with individuals with developmental disabilities.
3. Other required Knowledge, Skills and Abilities:
 - High level of professionalism in appearance, actions and communication.
 - Ability to maintain strict client confidentiality in written and oral communication
 - Current CPR and First Aid Certificate

The job description does not constitute a written or implied contract of employment. Sherwood Community Services reserves the right to revise or change job duties and responsibilities as the need arises.

All activities of this position shall be consistent with the agency's mission "to provide quality community based services and support for children, adults and families, enabling them to live meaningful lives to the maximum of their capabilities." The person filling this position will have the commitment to work effectively with diverse populations, including persons with disabilities.

All qualified applicants will receive consideration without regard to race, color, sex, religion, creed, marital status, age, Vietnam era disabled veteran's status, sexual orientation, pregnancy or presence of any sensory, mental or physical disability. All employment related decisions are based solely on relevant criteria including training, experience and suitability.

- Effective oral and written skills
- Proficiency with MS Office (Word and Outlook)
- Positive attitude and ability to be a team player.
- Ability to pass DSHS criminal background check
- Valid driver’s license, with reliable transportation with insurance coverage sufficient to cover potential liability, the ability to drive to numerous appointments/sites each work day. An acceptable three year motor vehicle report and the continuous retention of an acceptable three year motor vehicle report.

EQUIPMENT USED

- Computer with basic proficiency in Microsoft Office Suite
- Phone
- iPad
- May be required to use equipment in client workplace for training purposes

MENTAL & PHYSICAL DEMANDS/WORKING CONDITIONS

1 Mental Effort

- Ability to read, write, and use a computer according to agency policies.
- Organizing and daily planning.

2 Physical Requirements

- Ability to assist clients as needed to get to and from worksites, including in and out of car.
- Must be able to lift up to 20 pounds.

3 Working Conditions

- Frequent driving, up to 45 minutes each way.
- Sitting, standing, and walking.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

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