

JOB DESCRIPTION

JOB TITLE: EMPLOYMENT SPECIALIST

JOB NUMBER: SW8003

FLSA STATUS: Non-exempt

CLASSIFICATION: Professional

REPORTS TO:

SUPERVISES: No

JOB PURPOSE: To provide a designated position which bears the primary responsibility for individual placement and one-on-one training of consumers. Training may be in a supported employment work model program, special education students or individuals served through the Business Opportunity Centers. Must ensure compliance with existing human rights & service guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform job development. Contact employers to introduce GIV and Supported Employment.
- Establish working relationships with businesses and employers. Maintain record of all contacts.
- Complete task analysis of job duties.
- Assist in screening applicants by reviewing records, observation, interviewing. Complete consumer analysis. Develop individual program plans with clear and measurable goals with assistance of consumer, family and other I-Team members.
- Assist in determining best job suited to consumer by matching job features to individual's strengths and needs; including accessibility to the job, physical ability, family support, social skills, motivation, and daily living skills. All of these functions must be coordinated with the individual and their choices will be taken into account.
- Assist consumer/family in overcoming barriers to successful employment, including transportation, benefits reduction, planning for placement.
- Provides orientation to job site, new employer and co-workers. Advocate for the consumer. Assures consumer receives same benefits as non-disabled co-workers and integration into the normal flow of the workday.
- Provide on the job training to establish the consumer into competitive employment. Provide behavioral skills and ancillary training to maintain employment.
- Work closely with employer/co-workers in the development of a supportive work environment. Train employer/co-worker in disability awareness.
- Assist in the provision of on-going assessment and support, including regular feedback from the employer, behavioral data related to work, speed, proficiency, need for staff assistance to identify on-going support needs.
- Maintain individual data and report progress to other service providers, parents, other support persons. Completes written monthly reports and invoices for billing purposes.
- Conduct and participate in meetings as needed which may include GIV staff, school personnel, outside agency members, family members, advocates, etc. to review consumer progress, performance or proposed changes in individual program plans. Assist consumer/family in accessing community resources. Make referrals as needed.

Effective date: 1/07

Replaces:

THIS IS NOT AN EMPLOYMENT CONTRACT AND DOES NOT ALTER ANY EMPLOYEE'S AT-WILL EMPLOYMENT STATUS.

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Helping people and families in our community achieve a better life through work and independence.

- Counsel consumers on behavior and performance as necessary, consulting with other GIV staff and assuring required documentation.
- Responsible for managing assigned case records including the program plan, reviews, progress reports, and other required documentation in accordance with GIV policy and procedure and other applicable standards.
- Act as Mandated Reporter as defined by the State of Virginia Human Rights Act.
- As a staff person is responsible for the safety of those workers in his/her charge via implementation of the safety procedures and policies of the organization.
- Maintain confidentiality as it pertains to consumers.
- Maintain knowledge of and participation in ISO and/or CARF procedures.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Must be have a valid State of Virginia driver’s license, be able to provide proof of insurance and have a DMV record with a minimum 3+ points to transport clients.
- Accomplishes all tasks as appropriately assigned or requested for successful completion of the mission of GIV.

QUALIFICATIONS:

- **Experience, competencies and Education:**
Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience
- **Language Skills**
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Mathematical Skills**
Basic Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Reasoning Ability**
High Skills: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Other Skills:**
Basic knowledge of computer use, basic record-keeping skills, good time management

The ability to establish and maintain effective working relationships with consumers, families, staff and business and community agencies.

The ability to be empathic to the psychological and physical needs of the consumer.

Must be able to successfully complete State background investigation and drug screen.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid State of Virginia driver’s license and proof of insurance required to drive personal car on company business. _____
- Additionally, 3+ point DMV record required to drive company vehicle. _____

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- Must be able to successfully complete the following in-house training within the first 90 days of employment:

- CPR
- First Aid
- MR Orientation
- Human Rights Training
- Mandated Reporting
- On-line supported employment certificate
- Valid State of Virginia driver's license and proof of insurance

AMERICANS WITH DISABILITIES SPECIFICATIONS

- **Physical demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

*While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and talk or hear.

*The employee must frequently lift and/or move 10-25 pounds and occasionally up to 50 pounds with assistance.

**When the Employment Specialist is training a consumer in their placement, these requirements could increase, specifically the weight and lifting requirements and the amount of time spent standing and walking*

Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

- **Work Environment**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may have limited exposure to working near moving mechanical parts or outdoor weather conditions while assisting on the production floor or enclave locations.

The noise level in the work environment is usually moderate to loud.

RECEIPT OF JOB DESCRIPTION:

This job description has been reviewed with me by my supervisor. Meeting the qualifications as required, I understand and agree to perform the duties as described. A copy of this description has been given to me.

Employee's Signature

Date

Effective date: 1/07

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Supervisor's Signature

Date

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