

CCAR Industries

POSITION DESCRIPTION

JOB TITLE: Employment Specialist

DEPARTMENT: Sheltered Workshop Program (Program Component)

FLSA STATUS: Exempt

GENERAL SUMMARY:

This position reports directly to the Assistant Executive Director and works directly with the staff of the local DRS office. The Employment Specialist is responsible for facilitating consumer's placement in competitive-based employment in the community and works closely with workshop personnel and potential employers as well as provides follow-up on clients placed outside the agency.

DUTIES & RESPONSIBILITIES:

1. Implement individual placement plan, and if needed ISP's for every consumer enrolled in placement.
2. Assist Program Director in the writing of grants if needed.
3. Establish and maintain communication with prospective employers in the community and educate them concerning the potential of the developmentally disabled individual, as well as other types of disabilities.
4. Be aware of Department of Labor laws regarding employment rules and practices.
5. Research and be familiar with local labor market trends and employment practices and keep workshop staff informed of this information.
6. Have a working knowledge of the process for job analysis where it would apply to our consumers.
7. Be aware of and actively involved in vocational initiatives such as the transition planning committee, and other related work groups.
8. Assist the consumers with problems that develop during the transition to a job in the community.
9. The consumer who has been placed will be monitored on a regular basis to ensure smooth transition.
11. Interpret goals, methods and procedures of the Workshop Placement program to visitors and

outside agency personnel.

12. Assist in orientation and training of new staff and students and complete the necessary documentation.
13. Follow proper procedures and maintain appropriate records to ensure that the placement program is in total compliance with the Office of Rehabilitation Services and CARF.
14. Prepare, attend and participate in staffings and meetings to ensure a continuity of programming for each consumer.
15. Record consumer contacts and comments in the appropriate client files and maintain other necessary report forms.
16. Assist in the implementation of the Program Evaluation System with emphasis on Placement and other reports as needed.
17. Provide instruction to placement consumers as needed.
18. Maintain active involvement in the Health and Safety program at the workshop. Follow all established policies/procedures related to health and safety. Keep current in both CPR and First Aid and provide as needed. Complete any assigned safety related in-service training and submit documentation. Complete all necessary Accident/Incident reports and submit in a timely manner to the appropriate personnel. Stay familiar with all emergency procedures for the workshop and follow as necessary. Monitor the safety requirements for all staff under direct supervision, ensuring safety related certification is current, and health and safety procedures are followed.
19. Perform other related duties as required or assigned.

IMMEDIATE SUPERVISOR: Assistant Executive Director

SUBORDINATES: N/A

QUALIFICATIONS:

Minimum of a BA or BS degree in Psychology, Sociology or related field; knowledge of area business; experience in dealing with developmentally disabled individuals.

EMPLOYEE ACKNOWLEDGEMENT:

I have read and/or received a copy of my job description and understand the principle duties and responsibilities, physical requirements and working conditions of the job.

Signature & Date

Reviewed: 09/2016