

Position Title: **Employment Consultant**

Reports To: Adult Employment Services Program Director

FSLA: Non-Exempt **Status:** Full-time/Part-time

Job Summary: This position provides job development, job placement, case management, and on-the-job support ensuring that the client population of adults with significant disabilities receive job opportunities in the competitive job market. This position will supervise and train adult clients in competitive employment and volunteer training opportunities.

Essential Functions:

1. Markets Holly Ridge Center's job development and placement services to community employers.
 - Attends and participates in community activities; speaking engagements focusing on employment for adults with developmental disabilities; acts as agency liaison if needed.
 - Prepares client evaluation to develop competitive job placements, assuring appropriate supported worker and employer job match.
 - Provides Person Centered Planning, discovery services, and environmental assessments.
 - Defines placement priorities and career goals of clients in line with capabilities and job needs.
 - Educates and assists candidates on job search i.e. completing and submitting applications and new hire documentation.
 - Researches, screens, interviews, and places candidates in various positions within a business or firm. This includes emailing, cold calling, instant messaging, internet and electronic database research as well as developing proposals to solicit candidates for job openings.
 - Schedules orientation/training and coordinates transportation.
 - Instructs supported workers in areas such as personal-social skills, work-related attitudes, behavior and work skills
 - Fosters favorable natural supportive relationships between client and employer, co-workers, public and others.
 - Utilizes appropriate behavior management techniques and behavior modeling.
 - Delivers positive team-oriented supervision by modeling positive behavior and appropriate dress and groom.
 - Provides crisis management and maintains appropriate work ethics at site.
2. Works with like agencies and government entities to place adults with disabilities in competitive jobs within the community.
 - Interprets results of diagnostic tests and other vocational/rehabilitation assessment tools, working in collaborative manner with other team members. Writes task/job analysis for positions to be filled.
 - Performs client intake, initial interviews, gathers information to determine eligibility, plan assessment, case management and fiscal monitoring. Identifies additional disabilities, barriers, e.g., transportation, grooming.
 - Coordinates placement activities within AES structure, considering job readiness and abilities, transportation, client support, IWP and other pertinent information.

- Provides post-employment services to maximize acceptance and integration of client population into community, enhancing normalization, while providing service to employer(s) based upon their needs.
3. Provides case management for client(s).
 - Provides consistent and effective job support and training.
 - Prepares and maintains client records, meeting various funding and record requirements including progress tracking.
 - Communicates with AES team members about client progress, modifications, or improvement strategies in a manner to facilitate client/employer success.
 - Assures that supported workers meet or exceed goals of Individual Work Plan:
 - Writes Individual Work Plans & 6 month Reviews
 - Hold IWP meeting in accordance with all DDA requirements and timelines
 - Ensures timely completion of Annual Holly Ridge forms packet
 - Provides accurate data regarding supported worker progress by case noting service within 1 working day
 - Tracks performance, job skills, behaviors and other pertinent information related to individual's employment.
 - Develops strategies that will enhance job performance, knowledge, and experience with adaptive technology.
 - Monitors attendance and punctuality, increase of performance/job duties and hours at work site.
 - Keeps informed of employer/ Volunteer site needs and work site changes.
 - Provides consistent and effective job support and coaching/ training while blending into work environment
 - Obtains appropriate licenses/insurance to safely transport supported worker
 4. Consults with management, as needed, to ensure a safe, productive experience for the supported worker and the employer
 5. Maintains respect for and confidentiality of supported worker.
 - Follow confidentially statement signed at beginning of employment
 6. Effectively responds to job assignment needs by being willing (and able) to change job sites, with or without notice.
 7. Trains new staff on job placement and long term support policies and procedures.
 8. Submits bi-weekly and monthly employee status, performance, and wage reports to funding sources (DDA and DVR).
 7. Other duties as assigned.

Other Functions:

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1. Displays willingness and ability to perform duties when necessary to ensure contract compliance.
 2. Learns and implements the latest rehabilitation techniques by attending training and workshops.

Required Work Experience and/or Training:

- Minimum 2 years in the field of disabilities
- Certificate in Employment Services preferred, additional 2 years of experience accepted
- AA or BA Degree in related field preferred
- Case management experience
- Sales experience or cold calling skills preferred
- Experience/training in fiscal monitoring
- CPR/First Aid Certification within 90 days of employment

Required Knowledge, Skills and/or Abilities:

- Ability to manage own schedule with flexibility to ensure all clients are served according to funding source
 - Knowledge of Department of Vocational Rehabilitation processes
 - Understanding of Kitsap County Developmental Disabilities Administration funding
 - Knowledge of assessment skills and experience in use and interpretation
 - Knowledge of current DVR, DDA, and Social Security rules and regulations
 - Familiarity with CARF
 - Skilled in job development
 - Strong interpersonal communication skills
 - Problem solving skills, independent thinking
 - Ability and experience working respectfully with a widely diverse population
 - High observation skills and ability to make quick decisions
 - General positive outlook and disposition
 - Ability to pass criminal history background check
 - Valid Washington State driver's license/proof of insurance
 - Working knowledge of Microsoft Word, Excel, Outlook
 - Experience with iPad applications preferred
 - Experience with Client Resource Management System preferred
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Physical Demands:

General Physical Demands	Critical for Job	Strength	Critical for Job
Climbing Stairs	Yes	Sitting (<i>paperwork, meetings</i>)	Yes
Bending/Twisting at Waist	Yes	Standing	Yes
Kneeling/Squatting	Yes	Walking	Yes
Crouching	Yes	Driving (<i>providing home visits</i>)	Yes
Reaching Above Shoulder	Yes	Lifting (<i>40+ pounds</i>)	Yes
Repetitive Arm/Hand Motion	Yes	Carrying (<i>40+ pounds</i>)	Yes
Handling/Grasping	Yes	Pushing/Pulling	Yes
Fine Finger Manipulation	Yes		
Talking – In Person	Yes		
Talking – On Phone	Yes		
Hearing	Yes		
Seeing	Yes		

Toxic Chemicals: Bleach is used to clean toys, etc. Must be able to tolerate exposure to chlorine bleach
Types of equipment/machinery or tools used on the job: vehicle to provide home visits, computer, telephone, copier, utensils and fabricated equipment.
Personal Protective Equipment required: gloves when cleaning up potentially hazardous or infectious materials; protective mask when performing CPR

I have reviewed this job description and feel I can perform the essential functions and physical demands with or without accommodation.

Employee: _____ Date: _____