



LOWER COLUMBIA CAP
Job Description

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UNTIL FILLED

JOB TITLE: Employment Specialist

REPORTS TO: Housing Department Coordinator

CLASSIFICATION: Hourly/Non-Exempt

SALARY RANGE: Wage Class 3

HOURS WORKED: Regular Office Business Hours (8:00 a.m. to 5:00 p.m.) and/or as required depended upon departmental/agency needs.

This description is intended to describe the essential job functions and requirements for the performance of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

SUMMARY: The Employment Specialist carries out the services of the Individualized Placement and Support (IPS) Supported Employment program by assisting clients to obtain and maintain employment that is consistent with their vocational goals. Support may encompass assessment of work related skills and abilities, providing job development and job coaching, developing natural supports, teaching job search and retention skills, and addressing other needs in regards to education and skill development. The Employment Specialist may also educate employers and the general public of employment as a fundamental right for everyone, and by participating in the planning and implementation of stigma-reducing and community awareness activities which are related to supported employment and employment successes.

DUTIES:

1. Coordinates services internally and externally and acts as liaison with community providers, systems and employers.
2. Works closely with other staff in the implementation and adherence of the standards established for quality service delivery.
3. Provides job development and job coaching.
4. Documents activities accurately in client records.
5. Meets competency level for service coding, billing requirements, and other direct service standards as established by the Agency.

6. Completes and maintains appropriate records which meet Washington Administrative Code (WAC), Revised Codes of Washington (RCW), Agency contracts, and all other applicable Agency requirements.
7. Assures services are provided which support the individual's rights and are compatible with the particular culture and primary language of the individual.
8. Actively participates in training and other meetings, whether in or out of office, as requested.

RESPONSIBILITIES:

Engages clients and establishes trusting, collaborative relationships directed toward the goal of competitive employment in community job settings with other workers who do not necessarily have disabilities.

Assists clients in obtaining information about their benefits (e.g., SSI, Medicaid, etc.) and how they will be affected by employment in order for clients to make good decisions about employment opportunities. Refers clients to benefits counseling, as needed. Helps clients report earnings, as needed.

Assesses clients' vocational functioning on ongoing basis utilizing background information and work experiences. With the client's permission, provides education and support to family members. Discusses client's preference for disclosure of disability status to employers.

Conducts job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the people on his/her caseload, following the principles and procedures of IPS supported employment.

Conducts a minimum of six employer contacts per week. Employer contacts are designed to learn about the needs of the business, describe supports offered by the program and describe client strengths that are relevant to the position.

Provides individualized follow-along supports to assist clients in maintaining employment.

Writes job support plans with clients and incorporating input from the mental health team. Adjusts plan according to clients' needs and preferences.

Provides education and support to employers as agreed upon by clients, which may include negotiating job accommodations and follow-along contact by the employment specialist with the employer.

Provides outreach services as necessary to clients when they appear to disengage from the service. Uses a variety of methods to provide outreach.

Provides timely interventions. Returns phone calls and reacts to situations in a timely manner. For example, returns client phone calls within 24 hours. Sees employers about job loss or job problems within 24 hours. Follows up on job leads within 48 hours. Meets with clients within one week prior to job starts and within three days after job starts.

Participates in weekly meetings with mental health treatment team and communicates individually with team members between meetings in order to coordinate and integrate vocational services into mental health treatment.

Participates in face-to-face meetings with vocational rehabilitation counselors at least once a month to coordinate services for clients.

Develops an individual employment (and/or education) plan with clients. Incorporates input from mental health team and family members, with permission.

Spends 65% or more of scheduled work hours in the community. For example, meets clients at community locations such as home, workplace, coffee shop, meeting with potential employers, library, One-Stop, Vocational Rehabilitation office, family home, etc. or assisting clients to apply for jobs, investigate local GED or colleges, etc.

Provides supported education, using principles similar to supported employment, for clients who express interest in education to advance their employment goals.

Responsible for a minimum of 30 job starts per year or maintaining at least 75% employment on caseload.

MINIMUM QUALIFICATIONS:

Education and experience equivalent to undergraduate or associates degree in social services or business; Ability to work as an effective team player is essential; Willingness to attend out-of-town meetings and trainings. Experience working with people with disabilities, including mental health disabilities; Experience providing employment services; Demonstrated knowledge specific to supported employment and supported education for individuals in rural settings; Previous work experience in supported employment/case management; Sales and marketing experience; Strong networking skills; Valid driver's license, with available, reliable transportation, proof of vehicle insurance, and clean driving record; Must have an acceptable background report at time of hire and every three (3) years thereafter; Must be willing to be a positive ambassador for the Agency.

PHYSICAL REQUIREMENTS: Ability to work effectively under pressure or stress. Ability to travel throughout the service area.

LCCAC is a drug and smoke free workplace and an Equal Opportunity Employer.