

POSITION: Employment Specialist

ORGANIZATION: Hopewell Center

DIVISION: Community Employment

STATUS: Full-time or Part-time

FLSA STATUS: Non-Exempt

WORK SCHEDULE:

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation.

ESSENTIAL FUNCTIONS:

Develops consumer employment opportunities;
Assists consumers with application and interview process;
Provides job coaching to consumers at the job site;
Performs situational work-site assessments of consumer work abilities;
Maintains daily documentation of job coaching and development;
Prepares written progress reports;
Serves as a consumer advocate to local employers;
Prepares progress reports for all consumers as required by funding source; performs post placement follow-up surveys and contacts;
Attends and schedules appointments for staff meetings;
Maintains records and files, prepares necessary correspondence, and updates materials;
Coordinates daily methods of transportation to and from work for consumers. Provides training on accessing public transportation.
Performs related duties as assigned, assuring the best interest of both the agency and the consumers' welfare.

REQUIREMENTS:

Knowledge of and ability to perform situational assessments of consumer work performance;
Working knowledge of the needs of physically and mentally challenged individuals; two years of work experience recommended;
Must obtain CPR and basic first aid certification.
Ability to maintain daily documentation of job coaching and development, and prepare progress reports;
Knowledge of methods to develop employment opportunities;
Ability to effectively communicate in a tactful manner;
Ability to schedule and attend staff meetings;
Ability to maintain and continually update accurate and orderly records and files;
Ability to communicate effectively both orally and in writing;
Ability to follow all personnel policies and rules of the organization;
Ability to maintain confidentiality;

LICENSE/CERTIFICATION NEEDED:

Possession of a valid driver's license and a demonstrated safe driving record.