
COMMUNITY DEVELOPMENT CENTER

JOB DESCRIPTION (July 2018)

FLSA: Non-Exempt

Job Classification: 3

JOB TITLE: Employment Specialist

REPORTS TO: Employment Services Coordinator

DEPARTMENT: Employment Services

QUALIFICATIONS: Minimum Associate's degree in Human Services or related field plus six months of successfully working with individuals with developmental disabilities. Preference given to a Bachelor's degree and written documentation working with individuals with developmental disabilities in fields of job coaching, job placement, counseling, or a vocational rehabilitation program, as well as having employment services training certificates.

JOB PURPOSE: To ensure the highest quality of life for persons served by providing evaluation, training, and program supports in pursuit of employment opportunities within the community.

ESSENTIAL JOB FUNCTIONS

- Support job development, supervision, and training of persons in the Employment Services Program.
- Identify a supported individual's strengths and talents as it relates to the individual's employment preference.
- Provide on-the-job training and job coaching at established work sites.
- Develop job and task analysis to determine basic elements of the job to be learned and performed by individuals served, including breaking tasks into teachable parts.
- Identify possible barriers to learning and/or modifications needed to successfully perform job duties and tasks.
- Provide regular observation and/or supervision of individuals served at the work site.
- Make appropriate revisions to employment service plan to enhance job performance.
- Assist individuals served in maintaining appearance and hygiene related to workplace expectations.
- Maintain training as required by Community Development Center (CDC), Tennessee Department of Intellectual and Developmental Disabilities (DIDD), Tennessee Vocational Rehabilitation (VR), and Employment and Community First Choices (ECF).
- Maintain spreadsheets, records, and documentation as might be required by CDC, DIDD, VR, ECF, and licensing agencies,
- Promote the continued high satisfaction of persons served, guardians, families, consumers, and auditing agencies.

- Maintain competent communications with clients, referral sources, and the community in representing the Community Development Center in a professional manner at all times.
- Assist the Employment Services Coordinator as needed to develop and maintain the Employment Services Program.

GENERAL REQUIREMENTS

- KNOWLEDGE:** Requires a person-centered approach and problem solving skills in working with individuals with disabilities. Must be able to compose and prepare type-written monthly reports and communicate both written and verbally.
- MENTAL:** Requires normal attention with periods of high concentration intermittently to complete case reports and support note plans. Requires capability of dealing with periods of interactions with clients in stressful situations. Requires normal attention and interactions with clients served in job preparation, education, and job coaching of individuals.
- PHYSICAL:** Requires walking/standing approximately 40% of time and driving an automobile approximately 60% of time,
- ENVIRONMENTAL:** Requires traveling by personal vehicle and spreadsheet and data entry on a regular basis.
- AUDIBLE:** Requires ability to communicate including personal conversations and telephone conversations with VR Counselor, individuals served, and employers in addressing support needs of the individual at the work place.
- VISUAL:** Requires ability to read written information including letters, computer screens, training materials, etc.
- MANUAL DEXTERITY:** Requires use of hands, arms, and feet for some lifting, use of hands and arms to operate general office equipment, and to record written information.

The above description is intended to describes the general content, identify the essential job functions, set forth the requirements for the performance of this job. It is not to be construed as an exhaustive statement of job functions or requirements.

Employee Signature

Date