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## COMMUNITY DEVELOPMENT CENTER

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**JOB DESCRIPTION** (July 2018)

*FLSA: Exempt*

*Job Classification: 6*

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**JOB TITLE:** Employment Services Coordinator

**REPORTS TO:** Executive Director

**DEPARTMENT:** Employment Services Program

**QUALIFICATIONS:** Minimum Associate's degree in Human Services or related field plus six months of successfully working with individuals with developmental disabilities in areas of job coaching or vocational rehabilitation with supported employment training certificates. 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.

**JOB PURPOSE:** To ensure a high quality of life for persons served by overseeing and developing evaluation models, analytic and data tracking, and supervisory support in pursuit of employment opportunities within the community. To develop trusted employer relationships and advance the program's values within the communities of the program's service area.

### ESSENTIAL JOB FUNCTIONS

- Responsible for the day-to-day operation of the Employment Services (ES) program and the supervision of program staff.
- Provide supervision, services, and oversight of the ES Program, its' mission and goals.
- Develop employer contacts and relationships with the purpose of advocating for Community Development Center's (CDC) ES Program where it meets the needs of the employer and the program.
- Maintain a working relationship and consistent communication with Vocational Rehabilitation (VR) staff and Managed Care Organization (MCO) providers.
- Preserve professional communication with client referral sources and community.
- Develop a network of community supports to advance the mission of the ES program and the Community Development Center
- Educate community business leaders and groups regarding the return on investment and statistical value of hiring individuals with disabilities.
- Serve as the Agency trainer for specific training modules as directed by the Executive Director or Human Resources
- Attend conferences, meetings, and public relations activities as requested to promote the program and develop program advocates.
- Assist program clients with information regarding how benefits can be affected by employment, allowing clients to make informed decisions.

- Provide alternatives to paid employment, such as volunteer openings for those needing to transition to the workplace and internships for those enrolled in college and university classes to further their chosen careers.
- Address all emergency situations and respond according with established policies and procedures of the CDC, TOSHA, OSHA, and client's individualized protocols.
- Maintain compliance with external auditing agencies and CDC deadlines and policies.
- Communicate with client support teams, families, and employers when required in a timely and professional manner.
- Participate in department and agency meetings to refine program goals when scheduled and to maintain the Agency's reputation for excellence.
- Responsible for maintaining goals for client employment in the ES Program as determined by the Executive Director.
- Represent CDC professionally at all times.
- All other duties as assigned.

## GENERAL REQUIREMENTS

- KNOWLEDGE:** Requires a comprehension of human behavior, person-centered approaches, problem solving skills, community resources, communication skills both written and verbal, and experience in interviewing, counseling, and working with individuals with disabilities and their family members or guardians.
- MENTAL:** Requires normal attention with periods of high concentration intermittently to complete reports, required data analytics, and individual employment or education plans Requires the capability of interactions with clients in stressful situations in a professional yet caring manner.
- PHYSICAL:** Requires walking/standing approximately 40% of time and driving an automobile approximately 60% of time,
- ENVIRONMENTAL:** Requires travel by personal vehicle and accurate and timely data entry.
- AUDIBLE:** Requires ability to communicate including personal conversations and telephone conversations.
- VISUAL:** Requires ability to read written information including letters, computer screens, 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 describe 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.*

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Employee Signature

Date