

Job Title: Employment Specialist

Reports to: Employment Services Director

Revised: 6/2021

This is a non-exempt position, requiring contribution to SEIU, Local 925.

Qualifications, Education and Experience

- Minimum 1-year experience or education in provision of services for persons with disabilities. Working knowledge of the vocational rehabilitation process and related activities is helpful. Marketing experience helpful.
- Excellent communication skills, creative thinking, and the ability to work independently are essential.
- Ability to serve individuals remotely via Zoom and other digital platforms.
- Must be able to complete remote trainings for billable time.
- Must be able to monitor billable time vs. worked hours and make improvements if necessary.
- Organizational and time management skills are necessary.
- Must be able and willing to learn in both formal and informal settings, take direction, and be a self-starter/self-monitoring.
- Must be able to meet the agency requirements to drive agency-owned vehicles.
- Must meet approval requirements for work with persons who have disabilities by Washington State Patrol and the Department of Social and Health Services.
- A current Washington State Driver's license, ability to obtain current First Aid and CPR certification and certification in knowledge of Bloodborne Pathogens.

Description of Essential Functions:

- Market to area businesses
- Attend planning meetings including DDA, DVR, NIVRP.
- Attend staff meetings and participate actively
- Ensure progress and completion of goals on employment plans
- Complete client's annual paperwork in a timely manner.
- Ensure that all monthly client hours are met
- Ensure timely communication (24 hours for phone calls and email)
- Complete daily case notes
- Complete monthly billing summaries
- Write reports, assessments
- Frequent use and updating of technology: iPads, iPods, Smart phones, remote trainings, Zoom, etc. and ability to teach the use of these tools
- Demonstrate proficiency in working with diverse participants

- Ensure confidentiality is maintained
- Maintain an effective daily, weekly, and monthly schedule
- Achieve outcomes and assist participants in overcoming barriers to employment
- Teach job duties at job site
- Act as liaison with employers
- Market employment and community services, both remotely and in person
- Support self-employment when applicable
- Maintain a working knowledge of Social Security work incentives in order to effectively utilize them to further employment outcomes for participants.
- Support employers in making reasonable accommodations
- Support employers in obtaining tax credits
- Increase community awareness of services provided by VCS
- Independently work and problem solve
- Develop effective professional relationships with employers
- Maintain files and documentation
- Monitor and maintain assigned agency vehicles.
- Participate in public relations and philanthropy by sharing information about the agency and events with client families, employers, and other professional networks

Physical Demands:

- Work is frequently performed inside and occasionally outside with exposure to environmental factors when traveling or working at jobs in the community.
- Work frequently involves sitting, driving, standing and walking.
- Involves occasional lifting up to 50 pounds, assisting in participant transfers from wheelchair, pushing, pulling, crouching, and reaching.
- Frequent finger use to handle pen and paper and operate general office machines such as: TTY, FAX, copier, computer, printer, and telephone.
- Involves utilizing new technologies to support Individuals and their supports remotely.
- Frequent near acuity vision to read computer screen and written material.
- Frequent turn of the neck while driving. The work environment is that of a well-lit, well-equipped office with the noise levels usually low to moderate.
- Other physical demands may be present when working with employers in the community.

I have read this job description and had the opportunity to ask questions for further information or clarification. I'm aware of and agree to what is expected of me.

Print name

Date

Signature