



JOB DESCRIPTION

Created: 01/09/2013

Revised: 9/17/2018 Approved: J. Richard Schwartz, E.D.

FLSA: Non-Exempt

Grade: 3

Job Title: Employment Specialist

Department: Supportive Employment

Reports To: Supportive Employment Manager

Supervises: None

Position Summary, Purpose and Distinguishing Features:

An Employment Specialist is a member of a professional interdisciplinary team that carries out The Arc of Orange County's mission to support and advocate for people of all ages with unique abilities and challenges so they can live as respected, valued members of the community. Responsible for the training, supervision, and productivity of individuals supported on supervised work sites.

Essential Job Functions:

1. Trains and guides individuals supported in skills necessary to perform their assignments on the job.
2. Ensures quality of work performed by individuals supported at the worksites.
3. Assists in job development and design for individuals supported.
4. Communicates with employer and or Job Developer or Assistant Director regarding needs of individuals supported.
5. May transport individuals supported as necessary, or train the individuals supported to use public transportation.
6. Counsels individuals supported regarding good work habits, job finding and retention skills, etc.
7. May role model work task to ensure individuals supported understands expectations.
8. Completes necessary reports/case notes.
9. Attends and actively participates in staff, team, and in-service meetings and trainings
10. Be able to follow written and oral directions.
11. Follows Oversight Policy.
12. Performs all duties in a safe manner and reports any potentially unsafe conditions to the supervisor immediately.
13. Maintains constant confidentiality of all information about each person supported.
14. Adheres to and endorses regulatory, and agency operating policies and procedures, and those of the Program.
15. Adheres to and demonstrates conduct in accordance with The Arc of Orange County EPH, Mission and Core Values; Relationships, Wisdom, Learning, Integrity, and Respect.
16. Projects a professional and positive image of The Arc of Orange County to the community, thus serving as a representative between the community and individual supported.
17. Provides coverage in other supported work areas as requested.
18. May be required to stay beyond regularly scheduled shift in event Program needs change, in accordance with the Employee Practices Handbook.
19. Undertakes such duties, responsibilities and projects as may be required by supervisor and/or director.

Working relationships:

Maintains positive working relationships with work site personnel, agency staff, and staff or other concerned parties. Communicates and exchanges information effectively and courteously with each individual being supported, and with various positions throughout the Agency, in order to provide quality individualized services to each individual being supported. Fosters a positive work environment and works cooperative with interdisciplinary team members for the paramount objective of fulfilling the mission of The Arc of Orange County.

Requirements/Qualifications, Knowledge and Critical Skills/Expertise:

1. High School Diploma/GED
2. Valid Driver License in accordance with Agency requirements
3. Prior experience working directly with persons with developmental disabilities preferred
4. Comprehension, reasoning, making decisions, thinking creatively, and ability to solve problems
5. Ability to anticipate needs of individuals being served, and to respond quickly and skillfully in emergencies
6. Ability to use a computer to process information, acquiring and evaluating, organizing and maintaining, and interpreting and communicating information
7. **Innovations mandatory training 24 hours must be complete within 12 months of employment.**
8. Time management skills to complete tasks
9. Flexibility, patience, resiliency, and a genuine desire to serve individuals of all abilities

Physical Demands:

1. Physically able to bend/stoop, squat, push/pull, reach above and below shoulder level frequently—approximately 5 times/hour.
2. Must be able to independently lift and/or transfer, push or pull up to 50 lbs. occasionally.
3. Ability to physical intervene using Agency-endorsed behavior interventions such as SCIP.
4. Must have adequate vision and hearing ability, with or without correction, to be constantly aware of, detect, and able to respond to each individual's needs when not in immediate vicinity.
5. Daily computer operation at workstation up to one hour at a time, requiring sitting, viewing screen, and operating a keyboard and computer mouse.
6. Works with wheelchairs, electric/hydraulic/manual lift/ramp equipment, wheelchair lifts, and hook-ups, mechanical/electrical beds, and household appliances, cleaning equipment, whirlpool machines, oxygen tanks, mist machines, suction machines, augmentative communications devices, yard equipment and office equipment.
7. Exposed to bites, kicks, punches, spitting and other physical behaviors of adults.
8. Fingering/Grasping/Feeling: Must be able to write, type, and use office and/or other equipment and handle materials.
9. Responsibilities occasionally may require an adjust work schedule including overtime.

Language/Communications Skills:

1. Basic English language skills: reading, writing, speaking, and knowing arithmetic and mathematical concepts with which to adequately and effectively perform job duties and responsibilities.
2. Ability to negotiate, exercise leadership, work with a diverse population, teach new skills, serve individuals, and participate as a team member.
3. Ability to understand, interpret, convey, and implement instructions and directions.

Environmental Conditions:

1. Works with household cleaning solutions.
2. Standing/Walking/Mobility: Must be able to stand to operate equipment; mobility to embark and disembark from equipment 75-100%.
3. Must be able to work in an environment that includes, but is not limited to noise, cold heat and odors 75-100%.
4. External Conditions: Must be able to work in a position requiring exposure to weather conditions 75-100%.

Americans with Disabilities Act: Reasonable accommodations will be made in compliance with the Americans with Disabilities Act of 1990, and ADAAA of 2008.

Occupational Safety and Health Act: Exposed to human body fluids, and airborne agents; household chemicals; outdoor weather conditions. May be exposed to contagious diseases including but not limited to HIV and Hepatitis B.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

EEO

I acknowledge that I have received a copy of the job description for the position I am being offered as an Employment Specialist. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that I should review the job description with my supervisor.

I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or Program without it being specifically included in the job description. I understand that the job description is to be used as a guide and that I will be responsible for performing other duties as assigned.

I further understand that this job description does not constitute an employment contract with The Arc of Orange County.

Employee Name (Please Print)

Employee Signature

Date