



## **CHOICE, unlimited**

“Opening doors to employment & opportunity.”

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### **EMPLOYMENT SPECIALIST: Job Description**

**Qualifications:** Over 18 years of age, High School Diploma or GED, a valid driver’s license and verification of insurance, and is competent through training, experience, and education to meet the consumer’s needs and additional requirements as written in the individual service plan. (245-D)

**Responsible to:** The Employment Specialist is responsible to the Community Support Specialist of the assigned program.

#### **General Responsibilities:**

- A. You are a member of the overall agency program team that assures a good quality of life for the individuals served in the program.
- B. Responsible for knowing the individual being served and the individual’s personal goals, outcomes and program plans
- C. Understand and adhere to CHOICE, unlimited’s mission, philosophy, policies, and procedures.

#### **Specific Responsibilities for promoting choice:**

1. Promote individual choice in developing and participating in a variety of community work and leisure/recreation activities.
2. Assist individuals in actively exercising their rights to the best of their ability.
3. Allow individuals in choosing and developing friendships at work sites and in the community.
4. Have a working knowledge of each person served which includes their strengths, likes, and preferences.

#### **Specific Responsibilities for developing relationships:**

1. Have a meaningful relationship with the individual served based on dignity and respect at all times
2. Provide positive support and role model when working with individuals served throughout the day.
3. Maintain appropriate boundaries with individuals served.
4. Maintain an open and productive working relationship with all members of your team, assuring open communication with parents, residential, and other professionals.

5. Maintain open and constructive communication with the supervisor of your program.

**Specific Responsibilities for implementing outcomes and plans:**

1. Work with individuals served at community based work sites, developing work related job skills.
2. Implement all program as written and document as indicated.
3. Document communication with community employers, residential staff, parents, etc.
4. Keep accurate individual account records, which include copying payroll checks and stubs, daily spending, budgeting, and banking (if applicable).
5. Understand and implement individual's behavior management program (if applicable), according to facility approved policy and procedure.

**Specific Responsibilities for the Health and Safety of the individual being served:**

1. Pass medications regularly, understanding the medications and their side-effects, and documenting in medical records.
2. Complete incident, accident, and seizure reports promptly.
3. Observe safety and caution when driving vehicles and transporting consumers.
4. Follow menus, special diets, document substitutions.
5. Know and follow OSHA and work site safety skills at all times.

**Specific Responsibilities for staff training/personnel:**

1. Attend staff training according to agency requirements and provide supervisor with appropriate documentation.
2. Attend staff meetings according to agency requirements and notify supervisor when unable to attend.
3. Complete all necessary personnel forms and provide supervisor with appropriate documentation in a timely manner.
4. Submit time forms and mileage forms when due.

**Other Responsibilities:**

1. Assume any other temporary or permanent responsibilities as assigned by the Executive Director.
2. And other duties as assigned.

**PHYSICAL REQUIREMENTS**

**JOB POSITION:** Employment Specialist positions *(attach to specific job description as needed)*

**Physical Requirement:**

	Required	Not Required	Hrs/Day	Comments, i.e., surface, distance, weight, work done frequency
<b>Balancing</b>	X		25%	When guiding consumers on rough terrain, snow, rain, sleet covered sidewalks and streets, up/down stairs
<b>Carrying</b>	X		40%	Carry duffle bags, lunches, manuals
<b>Climbing</b>	X		5%	Use of stairs during community access activities
<b>Crawling</b>		X		
<b>Crouching</b>	X		10%	
<b>Driving</b>	X		20%	Must be able to operate motor vehicle safely. Must have verification of insurance. Must have safe driving record. Exceptions / accommodations may be made with approval by the Director.
<b>Feeling</b>	X		20%	
<b>Fingering</b>	X		20%	Some computer work (ES II)
<b>Handling</b>	X		40%	
<b>Hearing</b>	X		100%	Augmented devices to assist Deaf or Heard of Hearing.
<b>Hearing</b>		X		Not essential for employees who are Deaf – assigned to work with consumers who are Deaf
<b>Kneeling</b>	X		10%	
<b>Lifting</b>	X		50%	Usually no more than 25 lbs
<b>Pulling</b>	X		5%	Applicable if providing support to individuals who use a wheel chair
<b>Pushing</b>	X		35%	Applicable if providing support to individuals who use a wheel chair
<b>Reaching</b>	X		30%	
<b>Seeing</b>	X		100%	Correctable with lenses. Adaptive equipment for those who require will be made available
<b>Sitting</b>	X		30%	
<b>Standing</b>	X		70%	
<b>Stooping</b>	X		5%	Incidental picking up
<b>Talking</b>	X		95%	Alternate communication modalities as needed for Deaf/Hard of Hearing or non-verbal consumers
<b>Walking</b>	X		90%	

I, \_\_\_\_\_, am able to perform the duties listed above with no restrictions.  
(Please Print)

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date