



POSITION TITLE:	Employment Training Specialist
DEPARTMENT:	Employment Services
POSITION TYPE:	Non-exempt
REPORTS TO:	Employment Services Manager

POSITION PURPOSE:

Provides individual and/or group job coaching services. Designed to assist persons with disabilities in the adjustment to work in community settings in order to obtain and maintain successful, gainful employment.

ESSENTIAL FUNCTIONS:

1. Maintains a positive and enthusiastic attitude.
2. Provide task and behavior skills training to consumers in community settings, as assigned.
3. Requires a valid driver's license and vehicle insurance to implement job duties. Driving is also necessary to transport clients to and from specific events.
4. May be asked to obtain a PPC license/new-hire endorsement.
5. Conduct job and task analysis of community sites.
6. Coordinate work site training with consumer's families, caregivers, employers, staff and other agencies.
7. Provide ongoing support to consumers, employers, significant others and maintain clients in community jobs.
8. Maintain records and reports and general program procedures in compliance with funding sources, CARF and agency requirements.
9. Conducts job development activities, as necessary, to generate and secure employment opportunities.
10. Assist with job readiness classes and Career Club.
11. Will follow all agency policies and procedures regarding the use and release of confidential information and confidential PHI (protected health information).
12. Will adhere to all agency policies and procedures regarding ethics, client rights and dignity of persons served.
13. Adheres to Universal Precautions for all functions, uses protective equipment as necessary.

ADDITIONAL RESPONSIBILITIES:

1. Attends meetings, training, case conferences and professional development activities as necessary.
2. Conducts pre-employment and habilitation skills training to prepare consumers for community work experience and/or maintain community placements.
3. Shall perform any other job related function as assigned.

KNOWLEDGE AND SKILLS:

Ability to prioritize tasks to organize time and duties. Good interpersonal skills. Knowledge of work adjustment training techniques for tasks and behaviors. Knowledge of good "job getting and keeping" behaviors. Knowledge of disabilities and the impact functional limitations present in work setting.

COMMUNICATION SKILLS:

CONTACT

<u>CONTACT</u>	<u>NATURE OF CONTACT AND COMMUNICATION SKILLS:</u>
Client	Daily contact in person or on telephone to provide counseling, guidance and work site assistance.
Employers	Monthly contact in person or on telephone to follow-along employee progress and employer expectations.
Families/Caregivers	Periodic telephone or personal contact to coordinate case management needs, annual conferences, etc.
Staff	Periodic personal contact to coordinate services and work as a team to maximize job readiness and retention.
Funding Sources	Periodic personal contact to coordinate services and work as a team to maximize job readiness and retention.
Supervisor	Weekly personal contact to communicate need for assistance with duties and assigned duties and assigned weekly schedule, job priorities and consumer goals.

PHYSICAL REQUIREMENTS:

- Speaking, hearing and visual ability to communicate.
- Bending, stooping, reaching, lifting and carrying to demonstrate job tasks at a variety of job sites.
- Sitting and standing as required.

TOOLS AND EQUIPMENT USED:

- Other tools may vary with job sites assigned; would learn from employers tools necessary to train the job to the specific client
- Personal vehicle.
- Computer
- Copy Machine.

MENTAL REQUIREMENTS

- Ability to observe, synthesize and record pertinent data and write reports independently.
- Work with minimum supervision.
- Maintain deadlines and time lines.
- Ability to work as a team and facilitate service delivery.
- Patience and diplomacy with consumers, employers, staff and other agencies.

EDUCATIONAL REQUIREMENTS/JOB EXPERIENCE:

- High school diploma (GED) and prefer 1-2 years' work experience in social services and/or working with people with disabilities, but will train the right individual.

ADDITIONAL INFORMATION:

- Flexible schedule to meet needs of consumers/employers. Must utilize personal vehicle to implement job duties and to transport client to and from specific events.
- Must adhere to all safety requirements.
- Must provide Paladin, Inc. with "up-to-date proof of insurance" and valid driver's license and keep this information up-to-date.
- Responsible for the safety of all staff and clients under his/her supervision.
- May be designated to perform job with specific disability group(s).

I have reviewed and received a copy of this job description and a copy of the Department/Agency Organizational Chart that includes the names of current persons in each department, my supervisor's name, and my HIPAA classification.

Supervisor: Employment Services Manager

Supervisor Name at Hire: See start letter,
Organizational Chart and Staff Roster

Notice: This job description is not intended to be, nor should it be construed as a contract for employment. Paladin, Inc. makes no guarantee of permanent employment. This job description is to be used as a guideline to give you an understanding of what Paladin has defined this position to be.

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08-2002; 05-2004; 12-2004; 08-2005; 10-3-2006; 11-10-2011; 1-8-2013; 2-4-2014; 6-13-2014; 9-6-2017