

Happy Valley Day Facility

Employment Specialist Job Description

Job Title:	Employment Specialist
Supervised by:	Lucretius D. Stephens/ Director
Job Summary:	To locate employment opportunities for individuals with disabilities and to assist those in obtaining and retaining long term employment.
Work Schedule:	Monday-Friday 9:00AM to 4:00PM
Wages for this position:	To be determined
Total Hours Weekly:	To be determined
Benefits:	To be determined

Qualifications:

- 18 years or older
- A bachelor's degree in human service field (social work, psychology, education, or closely related field).
- Must have at least 1 year experience working with developmental disabled and mentally retarded individuals.
- Ability to work independently
- Strong interpersonal and communication skills including excellent writing ability
- Demonstrate organizational skills and the ability to perform complex task with limited supervision
- CPR/First Aid
- Health Examination with a signed statement from physician or nurse practitioner.
- Criminal Records Check (NCIC)
- TB test clearance
- Provide any licenses, certification and training documents.
- Meet transportation requirements if transporting participant. (MVR past 7 years, Class C license).

Duties/Responsibilities:

- Accompany individual(s) receiving services to job sites
- Assist individual in learning and performing job
- Provide job coaching and on-site training as specified in individual and/or site protocols
- Assist individual in learning and applying new skills
- Provide continuous feedback on job performance
- Monitor activities and behavior of individual to ensure physical and environmental safety or for the purpose of reporting on critical/behavior incidents.
- Functions as advocate between site personnel and individual served to maintain open communications and achieve individual work plan as well as employment objectives
- Collect data, tracks information
- Document as required

Competency:

- Must be able to perform job duties with knowledge skill and experience needed to service and support Developmental Disable (DD) and Mentally Retarded (MR) participants.
- Suitable to handle all aspects of adult day care and Developmental Disable (DD) Mentally Retarded (MR) individuals.

Working Conditions:

- The employee will work in the agency but may need to provide services in other settings.

Reliability:

- If the employee is going to be late or absent, a phone call is expected with notice. The employee is expected to use time wisely so the service is done in allotted time.

End of Service:

- The employee agrees to give at least a two-week notice prior to resigning from this position

This job description is subject to review or revision on an annual basis or when a change in job duties is required.

I have received a copy of the job description for my records
I have read the entire job description and understand my responsibilities.
I understand that this constitutes an agreement between *Happy Valley Day Facility* and myself, and does not guarantee employment.

Signature of Employee

Date

Signature of Employer

Date

