

## JOB DESCRIPTION

**Job Title:** Employment Specialist II

**Department:** Employment Solutions

**Exempt Status:** Non-Exempt

**Reports To:** Program Manager

**GENERAL STATEMENT OF DUTIES:** Responsible for the provision of employment supports to people with disabilities in the community to help them identify and meet their vocational needs, maximizing their independence and utilizing all the resources in the community available to them.

**ESSENTIAL JOB FUNCTIONS:** The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below, and essential functions may change from time to time.

- Promote and adhere to all elements of the Agency's CQL outcomes and Core Values and demonstrate knowledge and commitment to the Arc's Mission.
- Ensure protection from abuse, neglect, mistreatment, and exploitation regarding the health, safety, comfort, and well-being of the people we support by adhering to all related policies.
- Able to assess people with varying disabilities to develop and implement an employment plan which will include strategies to overcome barriers to employment and to appropriately match an individual's interest and abilities to a supported job.
- Perform job development/job retention activities as necessary to include, but not be limited to, job assessments, job readiness skills training and work/life skills training.
- Teach individuals how to access community support to assist them with childcare, travel training, residential living and securing/receiving supplemental benefits.
- Work independently in the community.
- Provide support such as benefits advisor, case manager, service coordinator and life coach when needed to support the person and assist in gaining independence.
- Work nights, weekends and holidays as needed by the people by the people being supported.
- Attending all ISP meetings and meet with support staff to ensure quality services.
- Responsible for Habilitation Plan and Employment Plan writing.
- Be knowledgeable with a variety of disabilities.
- Be flexible and be able to multi-task.
- Carry a caseload of approximately 20 people.
- Develop relationships with local employers in the community to develop and/or maintain employment opportunities for individuals with disabilities.

### MAIN OFFICES

ONEIDA COUNTY | 245 Genesee Street • Utica, NY 13501  
LEWIS COUNTY | 7550 S. State Street • Lowville, NY 13367

KAREN KOROTZER • CHIEF EXECUTIVE OFFICER  
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- Act as ambassador of The Arc Employment Solutions by attending Job Fairs and educating the community about Supported Employment.
- Provide one-on-one job training and instruction on a job site to develop effective and constructive solutions to the challenges of work.
- Models work appropriate attitudes and behaviors.
- Develop/maintain natural supports on the job site.
- Communicate effectively both verbally and in writing among professional staff, employers, service coordinators, case managers, parole officers, therapists, Medicaid, Social Security, CYNDSO, ACCESVR, OMH, family members and all other outside parties.
- Act as an advocate both in and outside of the work site.
- Refer appropriately for any apparent community and family support needs to assist with maintaining job longevity.
- Must maintain an updated and accurate case file on any individual served.
- Maintains that the Employment Plan, Placement Report, Service Notes, and all appropriate service documentation on the consumer is compliant with Medicaid, OMRDD, OMH and/or ACCES-VR Standards and that services were adequately provided in any billing period.
- Provide detailed written reports monthly to funders.
- Follow strict deadlines.
- Must be able to accurately monitor units or visits to produce reports for payment.
- Evaluate and/or monitor the occupational safety of the worksites where the individuals are employed.
- Serve as a contributing member of the Supported Employment Team of staff and attend all necessary staff meetings as scheduled.
- Maintain regular communication with immediate supervisor regarding persons concerns to ensure a team approach to problem solving.
- Act as back-up for other department and division staff, as requested.
- Provide transportation to the people we support when needed to and from work sites, community job development and meetings.
- Promote and adhere to all elements of the Agency's Corporate Compliance and HIPAA policies.
- Maintain and promote confidentiality in accordance with Agency policy.
- Comply with all aspects of the Agency's Safety Policy.
- Serve on Agency committees as assigned.
- Attending meetings as dictated by your job responsibilities and/or as assigned.
- Attend and complete all mandatory training.
- Adhere to scheduled hours and submit completed timesheets to supervisor on time each payroll period.

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**QUALIFICATIONS:** The following qualifications are the minimum requirements necessary to perform the essential functions of the job. Required Knowledge, Skills, and Abilities.

- Ability to work independently and function as a team member with a wide range of people. Page 3 of 3 December 27,2017.
- Ability to work flexible schedules which may include evenings and weekends.
- Ability to communicate effectively.
- Must be able to work effectively with the public.
- Must be able to work independently and to make informed decisions in the best interest of the individuals in the program.
- Must be able to work a variable schedule including nights, weekends, and holidays.
- Must be able to problem solve independently.
- Must have a working vehicle and agree to transport individuals, as needed to worksites.
- Ability to problem solve independently.
- Ability to work both as a team and individually.
- Must have a driver's license.
- Must be able to lift 30 lbs.

**Education and Experience:** Any combination equivalent to education and experience that provides the required knowledge and skills. Typical qualifications would be equivalent to:

- Bachelor's Degree and a minimum of one year experience working with people with disabilities; or
- Associates Degree and a minimum of two years' experience working with people with disabilities; or
- High School Diploma and a minimum of three years' experience working with people with disabilities.

I have received a copy of and have read, understand, and am able to fulfill the requirements as defined in this job description.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Employee Name: (printed)

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