



## Employment Specialist

**Salary:** \$20/hr+mileage

### Summary of Job Description

The key goal of this position is to provide Employment Services on behalf of Reach for Resources, Inc. It is expected that Employment Specialists at Reach will work with each person, the person's family, and the person's team to develop, put into practice, and periodically evaluate each individual's person-centered community employment plan. It is also expected that Employment Specialists at Reach for Resources will represent the agency in a courteous and professional manner in all phases of the position.

### Essential Job Duties

#### 1. Individuals Served

- Put into practice Reach's core values: a passion for excellence, integrity, teamwork, compassion, inclusion, and respect; aid in self-awareness and decision-making processes for people on one's caseload; foster trusting, supportive relationships with the person, family, and support team.
- Understanding and adhering to the philosophy of the Community Living Department; meeting each individual where they are and promoting independence through doing tasks with the person whenever possible.
- Evaluate a person's skills, interests, preferences, and needs utilizing vocational assessments and 245D required paperwork including Progress Reviews, Outcome Statement Plan, Support Plan Addendum, Self-Management Assessment and Individual Abuse Prevention Plan.
- Implement the program plan/s, research information, identify integral resources, demonstrate active listening skills, and provide clear and effective communication with the people supported, their guardian/s, and any other support team members.
- Develop and maintain professional and respectful relationships with guardians, parents, county social workers, contracted case managers, and other team members to encourage their participation in the person's individualized plan.
- Schedule regular appointments with each person and adhere to the schedule.
- Consult with direct manager, other providers and other community resources to help the person with their individualized outcomes and opportunities to establish engagement in their community.
- To carry out all quarterly, semi-annual, annual and 45-day planning and be responsible for preparing and completing vocational assessment and 245D required paperwork. Staff will also be expected to make sure that all team members receive copies of the reports in a timely fashion.

#### 2. General

- Maintain the average weekly billing percentage as determined by the manager.
- All staff are expected to file their own documents. Review and maintain files to make sure they are up-to-date and contain all required materials (i.e. Progress Review, Outcome Statement Plan, Support Plan Addendum, Self-Managed Assessment, Individual Abuse Prevention Plan and signed policies and procedures.). All staff are expected to create and file their own documents pertaining to individuals supported. These documents are to be saved within the required online database.

- Submit weekly billing, mileage, expenses and timesheet to the manager in a timely manner.
- Maintain proper communication with the Employment Services Manager and the assigned Team Lead; ask for assistance in developing or implementing program planning as needed.
- Participate in staff performance reviews with the Employment Services Manager
- Attend and participate in regular staff meetings
- Adhere to company policies and procedures at all times.
- Represent Reach in a positive, professional manner; communicate respectfully and conduct all business with the utmost integrity.
- Perform other duties and responsibilities as assigned by management.

## Minimum Qualifications

- Communication skills, both oral and written
- Organizational skills
- Instructing skills
- The ability to perform within a team framework.
- Must have a valid driver's license, reliable transportation and the ability to transport those served in employee's own vehicle.
- Ability to work independently within a defined set of policies, procedures and guidelines
- Basic computer skills (Microsoft Word and Excel)
- A genuine interest in helping others
- A willingness to share your warm personality and sense of humor

## Working Conditions and Physical Demands

- Environment: Office environment, remote work, or in-field meetings.
- Schedule: Dependent on employee's schedule and individuals served.
- Physical demands: Position may include light lifting (under 20lbs), sitting and standing, walking, safely operating a motor vehicle, verbal communication, seeing, hearing, and regular use of technology such as a mobile phone, computer, printer, and fax machine.

## Additional Information

In addition to salary, Reach for Resources offers excellent employee benefits. This position works out well for college students and graduate students.

Other benefits may include:

- Generous PTO package (15 days a year for F/T employees with increases each year)
- 13 floating holidays (for F/T employees)
- Medical, dental, and vision insurance
- Life insurance
- Retirement savings plan with company matching
- Short-term Disability/Long-term Disability
- Flexible schedule
- Mileage reimbursement
- Personable and fun co-workers (if we do say so ourselves)
- Caring, supportive supervisors
- Plenty of chances to wear casual clothes
- A focus on wellness

## Disclaimer

Reach for Resources, Inc. is an Equal Opportunity Employer. Reach for Resources, Inc. does not discriminate on the

basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Reach for Resources, Inc. Is committed to ensuring that applicants and employees with disabilities receive support. Applicants or employees must be able to meet the minimum qualifications of the position; reasonable accommodation may be provided if requested by the employee.