



## **COORDINATOR/EMPLOYMENT SPECIALIST DESCRIPTION**

---

**Position:** Coordinator/Employment Specialist

**Reports To:** Vocational Services Director

**Objective:** This position exists to assist the Vocational Services Directors in the provision of Employment Services Evaluations to assure the delivery of timely, consistent and quality vocationally related services.

**Position Standards:**

1. Be at least 18 years of age.
2. An acceptable Criminal Background Verification.
3. Successful completion of Company Orientation, OJT and other training as required.
4. Provide a positive role model for consumers, other employees and team members.
5. Valid driver's license and reliable vehicle, meeting ARA standards including necessary insurance coverage.
6. This is an "at will" position.

Position Responsibilities/Essential Position Functions: The performance of the following position responsibilities shall be directed by the employment site, consumer and supervisor.

**PROGRAMMATIC NEED:**

1. Complete or assist with the Employment related Assessment.
2. Pursue employment opportunities to match consumers' skills.
3. Be present to facilitate and coordinate staffings and other meetings as requested.
4. Make recommendations for enhancement of consumer's place of employment.
5. Maintain consumer confidentiality.
6. Provide Job Coaching duties as requested.
7. Be an advocate for the consumer.
8. Prepare as directed, necessary reports (i.e. assessment, progress etc.).

**FISCAL:**

1. May assist with any financial responsibilities as directed by supervisor.

**ADMINISTRATIVE/SUPERVISORY:**

1. Accurately maintain necessary consumer records and additional supportive documentation.
2. Review documentation, to assure accuracy and thoroughness.
3. Act as a liaison between ARA, consumers, employer and contracted agencies (DVR, Human Services, CMO etc.) and the consumer.
4. Complete consumer record reviews as requested.
5. Respond immediately to consumer/employment site concerns.
6. Schedule job coaches

**TRAINING/DEVELOPMENT/PERSONNEL:**

1. Complete all agency sponsored training by designated due dates.
2. Provide OJT training to new employees.
3. Make recommendations supervisor regarding staff development training needs.
4. Assist in recruiting new employees.

**HEALTH/SAFETY:**

1. Comply with all safety standards as directed by ARA.
2. Comply with all safety standards at employment site.
3. Assist/train consumer in complying with all safety standards at employment site.
4. Identify or assists supervisor in identifying workplace job duties for work hazards.

**COMMUNICATION:**

1. Maintain regular contact with supervisor, employment site supervisor, and consumers contracted agency.
2. Consult and utilize supervisor/team members as a program resource.
3. Attend meetings as scheduled.
4. Ensure all communication required for quality and continuity of services.
5. Ensure professionalism in all verbal and written communication.