

Job Profile for Employment Specialist Position

Position Overview: This position is responsible for providing job supports to consumers as assigned. The Employment Specialist works closely with their supervisor and other staff to provide vocational and social support at these locations. This support can include 1:1 staffing at times and requires an ability and willingness to assist consumers with personal needs, including toileting needs as required. AAW has a limited number of staff to assist consumers. For this reason, each Employment Specialist needs to be able and willing to assist with any consumer at any work site. All positions will require work outdoors from time to time. In addition, the position works closely with employers to assure that all production expectations and commitments are met in a timely and cooperative manner. Employment Specialists may be required to have a caseload of up to 18 consumers, or a number reflecting the needs of the organization. This position is non-exempt.

➤ **Logistical Aspects:**

Schedule: Up to 8 hours/day or 40 hours per week. Schedules will vary. As a general rule, we do not require or authorize schedules over 40 hours per workweek; however, it may be requested or required from time to time. Overtime will be compensated in accordance with Oregon State law.

Travel Responsibilities: Employees must be able to work and get to a variety of worksites to provide support, attend meetings or conduct job development. Employment Specialists may be required to move from site to site. Travel time is paid, and mileage is reimbursed at \$0.535 per mile. From time to time, Employment Specialists must transport AAW consumers. Current auto insurance and a valid driver's license is required.

➤ **Financial Aspects:**

Incentive: Salary and raises are based on employee performance, experience, skills and the organization's financial position. Salary range for Employment Specialists is \$16.00 to \$19.00 per hour.

Benefits: Medical and Dental coverage are available for employees regularly scheduled to work at least 30 hours per week. Eligible employees are eligible for health benefits on the first of the month, after 60 days of employment with an employee contribution. Employees are eligible for participation in the company sponsored "Simple IRA" on the first of the month, after 90 days of employment. Eligible employees will receive an employer contribution to their Simple IRA, based on a percentage of salary, which may vary from year

to year based on organization's fiscal position. STD/LTD and Life Insurance are also available. Dependent coverage requires an employee contribution.

➤ **Requirements:**

Experience: An appropriate combination of the following items is required:

- 2 years appropriate work experience
- Experience with people with disabilities
- Production experience

Academics: The minimum requirement for this position is a high school diploma or equivalent, good reading and comprehension skills. Employment Specialists are required to write concise and informative reports. Employment Specialists must have the ability to effectively communicate with a variety of individuals including consumers, consumer family members, host company employees, and social service agency individuals.

Mobility: Able to navigate throughout various work sites is essential. Staff is expected to be punctual to all meetings and commitments.

Physical Aspects: Meet all physical requirements of the position and any physical requirements of consumer jobs for training purposes. Ability to lift/transfer consumers is required from time to time. Host company production demands require Employment Specialists to lift up to 30 lbs multiple times each hour.

➤ **Performance Aspects:**

Requirements:

- Provide adequate work support to consumers within framework of Host Company.
- Follow through on all contacts with consumer, AAW staff, employers, and host company personnel.
- Keep accurate and complete consumer work records.
- Be aware of Oregon Administrative Rules (OAR) requirements for consumers.
- Keep consumer files updated and maintained at all times, in accordance with AAW Policies and OAR requirements.
- Be responsive to consumer requests.
- Assist in job development as requested.
- Prepare monthly Work Progress Reports for each assigned consumer, in accordance with AAW policies and procedures.
- Assist Quality Assurance Coordinator with collection of data for monthly billing and brokerage contract requirements.
- Assist in identifying support needs of consumer (vocational and behavioral) to ensure appropriate job matches and ongoing employment.

- Provide assistance to consumer to ensure a good relationship with employer (communications, following company rules, etc.).
- Work effectively with external case management and personal agents.
- Good problem solving skills.
- Satisfy consumers, case management and host company employers in accordance with AAW policies and procedures.

Change in Routine: Changes are constant. Flexibility on a daily basis is mandatory. Cross training between various worksites is mandatory.

➤ **Cultural Aspects:**

Supervisor Interaction: On going, open communication with supervisor. Hold meetings with supervisor as required. Each Employment Specialist will complete a “Monthly Progress Report” on each consumer and mail or give directly to supervisor. Performance reviews are yearly, but feedback on all issues will be on going.

Support: Adjust to consumer needs and provide support for successful employment placements.

Orientation/ Training: Orientation with supervisor, job shadowing with Employment Specialists (using different Specialists and consumers), and on-going communication with supervisor. 12 hours of in-service training is required annually (calendar year).

Communication/ Interaction: Communicate our organizational goals in a positive and professional manner to all stakeholders (consumers, employers, case managers, funders, etc.).

Appearance: Professional at all times. Type of dress varies due to host employer environment and work assignments. We require our consumers to dress and act appropriately, and Employment Specialists must set a proper example.

Behavior: Professional and appropriate at all times. Consumers and other business contacts must be treated with respect. Employment Specialists are the AAW representatives in the community and must present a caring and professional image.

Employee Name: _____

Employee Signature: _____ Date: _____

AAW
Supervisor: _____