

Position Vacancy

Employment Specialist

Compass, Inc. a progressive, non-profit organization that supports individuals with intellectual and developmental disabilities is seeking a highly skilled, self-starter with a demonstrated record of case management, job development, and innovative thinking for the position of *Employment Specialist*. The *Employment Specialist* is an exciting position that provides a key role in supporting the mission of the Meaningful Day and Employment Department which operates with an Employment First philosophy, seeking employment as the first option for people and providing opportunities for traditional supported, customized, and self-employment. The Employment Specialist is supervised by the Director of Meaningful Day and Employment and responsibilities include providing support to and documentation for people receiving services and is responsible for activities involving Discovery/Vocational Assessment, Vocational Planning (Person Centered Plan development) and other related or supporting activities including but not limited to job development and negotiation with employers, job creation and small business planning and development. The *Employment Specialist* is also responsible for Post-Employment Support provided to individuals and ultimate success of the individuals on their caseload. "Success" is defined by the person and his/her team and based on what matters in their lives.

Specific responsibilities include the following:

- Schedule and conduct initial intake with individual and their life coach(s).
- If appropriate, assist the individual to enroll with DORS. Maintain open communication and provide necessary and timely documentation to DORS counselor.
- Discovery/Vocational assessment: Gather information from the job seeker, their life coach and their support team to determine the job seeker's interests, skills and preferences related to potential employment or meaningful life activities.
- Facilitate Person Centered Planning meetings as needed in order to support the individual toward their meaningful life and employment goals. As needed, assist with development of the complete pre-PCP and post-PCP packet to ensure compliance with regulations and trains staff on the implementation of the PCP to include the Individual-Specific Training.
- Engage individuals and establishes trusting collaborative relationships with job seekers, their families, and support team including life coach (Direct care residential staff).
- Assess Job Seekers functioning on an ongoing basis, providing support and intervention as needed
- Complete person-centered vocational profile for each individual. Update profile to include each new meaningful life experience.
- Refer individual to Benefits Counselor for benefits planning for any opportunity that may result in pay for an individual so the individual and their family have the information necessary to make a decision that could have an impact on benefits.
- Determine a list of contacts that relate to the people's interests, skills.
- Meet with, talk to, and engage community businesses/ potential employment contacts and propose ways we may work together to enhance the lives of the individuals we serve. Create an agreement with business or community partners that promotes a win-win situation for both job seeker and employer.
- Locate and secure both paid and unpaid work for the individuals on your caseload.

- Set-up and supervise ongoing post-employment/meaningful life supports with life coach and monitor the employment/community relationship to ensure satisfaction of the individual and community partner or employer.
- Monitor Individuals progress, identify and provide additional supports including onsite coaching as needed in addition to or in lieu of natural supports
- Keep thorough documentation of all contacts with the individual, job leads you have secured, job searching you have conducted, counseling or coaching you provided, and communications you have had each week with every individual on your caseload. Documentation must be timely, detailed, and accurate.

The ideal candidate should possess:

- Proven track record of success in job development, and establishing relationships with community businesses and employers, and innovative provision of supports for people with disabilities.
- A creative approach to utilizing individualized and customized supports in developing Person Centered Plans, employment plans and business plans that match the interests, dreams, desires, and strengths of individuals with disabilities
- Strong leadership and organizational skills
- Excellent communications skills, both oral and written
- Excellent coaching and customer service skills and ability to work effectively with family members/guardians as well as state and local governing authorities
- A keen interest in improving the quality of life for the individuals supported by Compass, Inc.

Qualifications: Minimum of two years' experience in a lead administrative role in the area of vocational services with an emphasis on supported or customized employment. Bachelor's Degree in Human Services or related field or comparable combination of experience and education. Must be ACRE certified or able to become certified within first 90 days of employment. Course needed for certification to be paid by Compass. Successful candidate must have strong programmatic skills in the area of supported employment, excellent computer, communication and writing skills; a proven track record of developing Person-Centered Plans focused on day supports (customized employment and or meaningful day activities); strong collaborative skills and the ability to marshal and coordinate internal and external resources to meet program objectives. COVID-19 vaccination including booster is required.

Compensation and Work Conditions: Competitive salary. Eligible for Compass' full-time benefit package which includes health, vision, dental, short-term disability, life insurance, 401K retirement with generous employer match, paid holidays, and paid time off (PTO.)

Compass offers a welcoming, collegial environment that is well-suited for a team player. We are seeking someone with not only the qualifications listed above but who is also 100% committed to working well with others from diverse backgrounds and who is passionate about being mission-driven and driving employee engagement and retention. It is expected that this position would work a hybrid schedule between working remotely from home 2 days a week and being in the field conducting site visits or meeting with potential employers or working at Compass office 3 days a week.

To Apply: Interested, qualified candidates should go to <https://compassmaryland.applytojob.com/apply/LBBgoXNFom/Employment-Specialist>

Closing Date: Position will remain open until filled

Compass, Inc. is an Equal Opportunity Employer