

## The Arc Carroll County, Inc.

### JOB DESCRIPTION

**POSITION TITLE:** Employment Specialist – Community Supported Employment

**ORGANIZATIONAL RELATIONSHIP:**

REPORTS TO: Program Coordinator – Community Supported Employment

FLSA STATUS: Non-Exempt

**OVERVIEW:**

The primary goal of the Community Supported Employment program is to help individuals find employment and provide supports necessary to assure vocational success. Employment Specialists act as job coaches. The Community Supported Employment program offers employment supports based on an individual's unique needs and abilities based on the individual's goals and objectives as specified in the Person-Centered Plan (PCP). The Arc adheres to an *Employment First* philosophy assisting individuals in three phases of work: *Job development, intensive supports, and follow along*. Job development and exploration begins in the initial phase. Once employment is secured, individuals work in *Individualized Placements, Group or Enclaves, and as Entrepreneurs*. The Arc observes best practices when possible and follows a *Place-Train-Maintain* model. Employment Specialists provide instruction, training, supervision, and support to people working within the community in this model. Follow Along services are designed as *fading support*. Job developers and Employment Specialists will assist in job development and provide intensive supports during the initial phases of employment; fading supports will be provided in the form of follow-along supports once the individual is *stable*. Job coaching supports will fade and increase as necessary in order to ensure vocational success in a *continuum of services*.

**QUALIFICATIONS:**

1. High School Diploma or GED
2. Completion of CPR, First Aid, and other Developmental Disabilities Administration (DDA) and Arc required trainings with application of learned the principles and skills to the job.
3. Basic computer and keyboarding skills
4. Valid driver's license with no more than 2 current points on record.
5. Clean drug screen and criminal record (The Arc provides programs, services, and direct care to vulnerable adults).

**ESSENTIAL FUNCTIONS:**

1. Provide instruction and job coaching to people regarding successful work habits, appearance, and communication.
2. Participate in the development of people's PCP; implement and document PCP progress toward goals.
3. Support people with the job exploration/job development process under the guidance of Coordinators and Job Developers.
4. Provide personal assistance as necessary, including assistance with personal hygiene, lifting and transferring.
5. Assist people with developing knowledge and access of community resources.
6. Assist people in developing *natural supports* and relationships to aid them in maximizing independence at work and in the community.
7. Monitor job site and employer expectations specific to individual's job duties and document communication.

8. Exhibit professionalism both with appropriate dress and demeanor: In the community, at the Arc, and with individuals served.
9. Maintain confidentiality of personal information of persons served.
10. Available to work flexible hours as needed including evenings and weekends in support of the individual supported.
11. Transport people to the Vocational and Day Program, work site, appointments, as necessary and maintain paperwork and maintenance in accordance with Transportation Department standards.
12. Provide travel training as necessary and coordinate public transportation as needed.
13. Add Daily Progress Notes into The Arc's database (iCM).
14. Maintain daily attendance and other attendance as required.
15. Implement and track Behavior Support Plans as necessary.
16. Complete accident/injury or incident reports as necessary.
17. Attend departmental meetings and training seminars as required.
18. Maintain compliance with all required trainings.
19. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

1. Ability to lift/manipulate at least 50 pounds frequently with ability to lift, carry and/or exert force in excess of 100 pounds of force occasionally.
2. Ability to withstand prolonged periods of standing and frequent bending, stooping, reaching, pulling, and pushing required: Including lifting a wheelchair and repositioning an individual.
3. Ability to transfer individual from a chair to vehicle, bed to chair. Ability to position individual on a sling or Hoyer lift. Ability to physically secure individual in a wheelchair to the van with tie-downs.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all requirements. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.*

*The Arc Carroll County strives to be a model of inclusion. We engage all people with dignity and respect. We believe that bringing diverse individuals together is essential to effectively address the issues that face current and prospective partners. We are an EEO employer.*

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**Signature**

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**Date**

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**Supervisor Signature**

\_\_\_\_\_  
**Date**