



POSITION TITLE: Employment / Job Placement Specialist
DATE: June 2018

SALARY: As set by Letter of Employment	IMMEDIATE SUPERVISOR: Manager of Employment Services
THIS IS A: Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>	Hourly <input type="checkbox"/> Salaried <input checked="" type="checkbox"/>
Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	

GENERAL FUNCTION:
 The primary responsibility of the person in this position is to provide the services necessary to find, place-in, support, and follow-along to ensure successful employment for persons with disabilities.

SUPERVISORY RESPONSIBILITY:
 None

- DUTIES AND RESPONSIBILITIES:**
- Placement Activity:**
- 1) Provide the services necessary to find, place, support, and follow-along to ensure successful employment and closure for 20 persons with disabilities.
 - 2) Contact new clients within 3 days of referral or transition from another program.
 - 3) Log job placement activity for each client on a weekly basis (due by Friday of each week) for those who are actively seeking employment and participating in placement services.
 - 4) Log job placement activity for each client on a monthly basis (due by the 20th of each month) for those clients who are on hold or otherwise inactive in placement services.
 - 5) Follow contract, grant, LOA and departmental procedures, guidelines, and deadlines for services and reporting.
 - 6) Work closely with STAR Center and Vocational Rehabilitation staff to become knowledgeable of client employment needs and goals.
 - 7) Assist trainers with job readiness when necessary.
 - 8) Perform job development activities in the community.
 - 9) Match specific skills of consumer to needs of employer.
 - 10) Assist clients with completing developing resumes and cover letters, completing online job applications, and interview preparation.
 - 11) Arrange and accompany clients to interviews, follow-up on interviews, arrange for placement and facilitate use of financial incentives by employer.
 - 12) Perform work-site assessments and negotiate work-site modifications as necessary.
 - 13) Prepare task analyses as necessary.
- Administrative Activity:**
- 14) Contact community employers to provide orientation and awareness about the Center's Employment Services Program.
 - 15) Identify Center clients whose major goal is employment.
 - 16) Maintain confidential records on each client of the Employment Services Program.
 - 17) Obtain written job descriptions if available.
 - 18) Provide all statistical and narrative reports in a timely manner.
 - 19) Provide clients, parents, caregivers, VR counselors, employers, medical personnel, and other personnel with surveys to determine the effectiveness of the Employment Services Program.
 - 20) Participate in training programs regarding the STAR Employment Services Program.

21) Perform other duties as may be assigned.

KNOWLEDGE AND REQUIRED TRAINING:

A Bachelor' degree in Special Education, Rehabilitation, Counseling or related field or equivalent work experience is the minimum requirement for this position.

PERSONAL RELATIONSHIPS:

The person selected for this position must establish and maintain an effective liaison with individuals both within and outside the Center. This person must have an empathetic understanding of client population and able to relate to them in a positive and supportive fashion.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of duties to be performed by employees with this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Name (printed): _____

Staff's Signature: _____ Date: _____