



POSITION TITLE: Vocational Evaluator / Job Coach
DATE: January 2022

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

GENERAL FUNCTION: This is a professional service position in the Center. Individuals occupying this position are expected to perform a variety of duties as ordinarily determined by the of his/her professional training. The primary responsibility of the person occupying this position is to deliver direct Vocational Evaluation and Job Coaching Services to STAR clients.

SUPERVISORY RESPONSIBILITY: None.

DUTIES AND RESPONSIBILITIES: The Vocational Evaluator/Job Coach shall have the following duties and responsibilities:

- 1) Schedule and provide Vocational Evaluation services based on the individual needs of the client and consistent with the services requested by the DRS Counselor.
- 2) Develop Vocational Evaluation Reports that answer all referral questions and are relevant to the desired employment outcome and career options/jobs available in the client's geographical area.
- 3) Submit final report to the DRS Counselor within ten (10) working days of the completion of the Evaluation and upload report into Track Records and appropriate Discovery folder.
- 4) Schedule and conduct IWSA and TWE interviews for VR clients, develop subsequent reports within three (3) business days of interview, and upload report into Track Records and appropriate Discovery folder.
- 5) Coordinate and provide one-on-one Job Coaching services at various off-site locations throughout West Tennessee, and accurately record resulting client activity and progress.
- 6) Participate in various meetings to provide expert input related to evaluations and job coaching that will enhance services to clients and referral sources.
- 7) Maintain accurate and complete records of all interactions with participants, referral sources, and third parties from receipt of referral to completion of services.
- 8) Ensure that direct supervisor is kept current on all issues relating to the staffing, caseload, and planning for all Vocational Evaluation and Job Coaching services.
- 9) Continually, and especially during periods of decreased referral volume, utilize work hours wisely to:
 - a. Develop and maintain an extensive in-depth knowledge of both new and currently available vocational evaluation tools and techniques.
 - b. Build and improve relationships with referral sources.
 - c. Interact with other departments so to enhance future evaluations and recommendations.
 - d. Research evaluation and testing methods to keep evaluation methods and procedures current and up to date.
- 10) Perform other duties as assigned.

KNOWLEDGE AND REQUIRED TRAINING: Technology knowledge requirements include desktop/laptop computer proficiency. Use of analytical software, Microsoft Office and Outlook software (internet and email).

The person in this position must possess a Bachelor's degree and documented experience in test administration, synthesizing test results, and making recommendations based on findings. Must have one year of experience in delivering employment-related services. Training on or real-world experience in Vocational Evaluations or Computer Training Evaluations is a plus. This person must have excellent oral and written communication skills.

PERSONAL RELATIONSHIPS:

The person selected for this position must establish and maintain effective communication with staff and community partners. This person must have an empathetic understanding of client population and be 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 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 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: _____