



POSITION TITLE: Placement Support Specialist / Intensive Workplace Readiness Instructor
DATE: June 2022

SALARY RANGE: as set by Letter of Employment	IMMEDIATE SUPERVISOR: : Manager of Employment Services
THIS IS A: Exempt ___ Non-Exempt <u>X</u>	Hourly ___ Salaried <u>X</u>
Full-Time <u>X</u> Part-Time ___	

GENERAL FUNCTION: The primary responsibility of the person in this position is to provide support / services to training services to placement staff to ensure successful training, preparation and employment with disabilities.

SUPERVISORY RESPONSIBILITY: N/A

DUTIES AND RESPONSIBILITIES: The individual in this position will provide instructional and support services for DRS clients, participating in team meetings, teaching job readiness, Driver’s permit training, and assisting the job placement team and participating in job search groups.

Placement Activity:

- 1) Contact clients for scheduling training and support services.
- 2) Instruct clients in proper applications/resume development, and interview preparation.
- 3) Provide formal job readiness training services and other required trainings necessary for successful placement.
- 4) Work closely with STAR and VR staff to become knowledgeable of client employment needs and goals.
- 5) Match specific skills of clients to needs of employer.
- 6) Arrange and accompany clients to interviews, follow-up on interviews, arrange for placement and facilitate use of financial incentives by employer.

Administrative Activity:

- 7) Contact clients to schedule appointments, address on-going barriers to employment and provide relevant job leads.
- 8) Maintain confidential records on each client of the Employment Services Program.
- 9) Obtain written job descriptions if available.
- 10) Provide all statistical and narrative reports in a timely manner.
- 11) Provide clients, parents, caregivers, VR counselors, employers, medical personnel, and other personnel with surveys to determine the effectiveness of the Employment Services Program.
- 12) Participate in training programs regarding the STAR Employment Services Program.
- 13) Perform other duties as may be assigned.

KNOWLEDGE AND REQUIRED TRAINING: A Bachelor’s degree in Rehabilitation, Counseling, Special Education or related field or equivalent work experience in the field of job placement or job training is the minimum requirement for this position. Technology knowledge requirements include desktop/laptop computer proficiency. Use of analytical software, Microsoft Office and Outlook software (internet and email).

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 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 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: _____