



Job Description

Exempt:

Non-Exempt: Yes

Title: Community Employment Specialist

Reports To: Director of Community Development

Department: Community Employment

Effective Date: January 2018

JOB SUMMARY

Coordinates services for individuals in the development and implementation of integrated community employment based on individual needs and preferences. Provides education and consultation to businesses about hiring, training, supervising and supporting adults with disabilities. Maintains statistical data regarding various areas of employment. Provides Job Coaching and long term follow up.

ESSENTIAL JOB DUTIES

1. Analyzes employment trends by attending local business connection meetings; provides ongoing prospecting of community job market to identify employment opportunities for program individuals.
2. Recruits businesses for participants according to their career interests and support needs, nurtures natural job support for participants to increase integration and socialization with non-disabled peers.
3. Facilitates meetings with individuals, family members, vocational rehab counselors, case managers and other professionals.
4. Contacts employers and provides job development support as directed by individuals.
5. Carves skilled jobs into entry level positions based upon individuals' strengths and needs.
6. Maintains statistical data on, but not limited to: job development, job openings, placements and wages.
7. Educates employers, as well as civic groups, on topics such as: sensitivity training, ADA, tax credits, technical assistance and the effectiveness and profitability of employing people with disabilities.
8. Provides vocational counseling to participants in regards to appropriate work appearance, attitude, behavior, punctuality, etc.
9. Provides Job Coaching and long term follow up.
10. Ensures all health/safety precautions are followed.
11. Maintains ongoing communication with Case Managers of individuals served.
12. Performs all other duties as assigned.

COMPETENCIES

1. Demonstrated experience in the field of human services for at least five years, including at least two years of supervisory experience.
2. Principles and practices of social work as applied to developmental disabilities populations.
3. Organizing and coordinating multiple activities, strong verbal and written communication skills, effective negotiations, staff supervision.
4. Skill in the operation of computers and job-related software programs.
5. Oral and written communication skills.



Job Description

6. Skill in interpersonal relations and working with the public and other government, private, and community agencies.
7. Decision making and problem solving skills.
8. Ability to handle multiple tasks simultaneously and prioritize workloads of team members.
9. Previous experience in job development, public relations, sales or marketing. Extensive knowledge of supported employment strategies and support methods.
10. Must have good communication (oral, written and auditory) skills to effectively communicate with participants, families, employers and other stakeholders.

MINIMUM QUALIFICATIONS

1. Bachelor degree in Social Work, Human Services or closely related field.
2. Minimum of 3-5 years of full-time paid work experience in similar professional environment.
3. Two years of experience in job development and training individuals who have disabilities may be substituted for education requirement

PREFERRED QUALIFICATIONS

Experience with THERAP database system.

JOB REQUIREMENTS

1. Must be able to pass a pre-employment background check, physical and drug screen. Must have a valid Georgia driver's license, current insurance and reliable transportation. Must be able to obtain certification in CPR and First Aid. Work schedule may include nights, weekends and holidays in a wide variety of employment opportunities.
2. Must be computer literate to include familiarity with Word, Excel, PowerPoint and Internet Explorer. Must be able to use a wide variety of job related equipment.
3. Must be able to perform a wide variety of physical duties (with or without accommodations).

SUPERVISION OF OTHER POSITIONS

None

SALARY/BENEFITS

Salary is commensurate with education, qualifications, and work experience. Benefits include paid holidays, vacation and sick leave, and a comprehensive benefits package.

APPLICATION DEADLINE

Position considered open until filled. Background investigation and finger printing will be required. This job description is a temporary guide, subject to change at the discretion of management. The incumbent may be required to perform any other related duties as required by the supervisor. If you are employed



Job Description

after hours with a job other than EmployAbility, please contact Human Resources to complete the required form.