

EMPLOYMENT SPECIALIST

VARC, Inc.

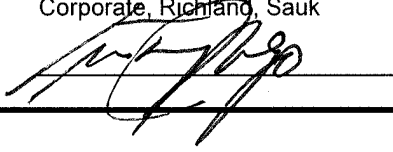
Reports to: Director of Rehabilitation

Department: Rehabilitation

Classification: Exempt

Division: Corporate, Richland, Sauk

Date: January 5, 2009

Approved: **JOB SUMMARY:**

Directed and supervised by the Director of Rehabilitation, the Employment Specialist is responsible for the ongoing effective operation and growth of the Employment Services Program. This person will direct activities relating to job development, placement and job retention, promote community awareness, and set program goals. The Employment Specialist will maintain open lines of communication with referral agencies, parents and guardians through verbal and written means, and will present a professional demeanor at all times.

ESSENTIAL FUNCTIONS:

1. Perform community job development.
2. Supervise and evaluate Supported Employment staff.
3. Develop, conduct vocational assessments and prepare report.
4. Provide Job analysis and Job match functions.
5. Client assessment and ongoing case management.
6. Act as liaison between VARC and community business and organizations.
7. Ensure that all staff are trained and up to date in required VARC safety programs and on-the-job training experiences.
8. Ensure effective communication with staff, program participants, corporate office, transportation and the community.
9. Provide ongoing support and assistance to employers.
10. Coordinate transportation planning and provision for supported employment clients.
11. Coordinate efforts of parents/guardians, residential providers, case managers and significant others to assure positive vocational outcomes.
12. Provide community awareness and promote program.
13. Facilitate Employment Skills group.
14. Provide employment coaching as needed.
15. Maintain all individual client records to include written information required to develop and implement Individual Service Plans, process reports and submit all documentation required by funding sources.
16. Attend staffing as scheduled.
17. Accept other duties as assigned by the Director of Rehabilitation.

QUALIFICATIONS:

Bachelor's degree in Vocational Rehabilitation or closely related field. Experience in working with individuals with varying abilities. Possess good communication skills. Ability to work effectively in a professional manner with individual clients, parents/guardians, other service providers, staff and employers. Must have a valid Wisconsin driver's license and vehicle.

This description reflects the general details considered necessary to describe the principle functions of the job identified for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements that may be inherent in the job nor shall be construed as giving exclusive title to every function described.

I have read my job description and understand it:

Employee Signature_____
Date_____
Supervisor Signature_____
Date