

Reports to: Vocational Services Manager Department: Insite

Classification: Exempt

Date: October 2, 2017

Approved: _____



Job Summary

Directed and supervised by the Vocational Services Manager, the Employment Specialist is responsible for the ongoing effective operation and growth of insite. 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. Performs community job development.
2. Supervises and evaluate insite staff.
3. Develops and conducts vocational assessments and prepare reports.
4. Provides job analysis and job match functions.
5. Client assessment and ongoing case management.
6. Acts as liaison between insite and community business and organizations.
7. Ensures that all staff are trained and up to date in required insite safety programs and on-the-job training experiences.
8. Ensures effective communication with staff, program participants, corporate office, transportation and the community.
9. Provides ongoing support and assistance to employers.
10. Coordinates transportation planning and provision for insite clients.
11. Coordinates efforts to parents/guardians, residential providers, case managers and significant others to assure positive vocational outcomes.
12. Provides community awareness and promote programs.
13. Provides employment coaching as needed.
14. Maintains 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.
15. Attends service reviews as scheduled.
16. Accepts other duties as assigned.

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 considered 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