



- VACANCY NOTICE-

POSTING EFFECTIVE: November 29, 2017 – December 13, 2017

Applications are being accepted for the position listed below during the Posting Period and beyond if not filled within 2 weeks of the end of the posting date.

TITLE: Employment Specialist
PROGRAM: Supported Employment Services (SEMP)
WHEN: Immediate
HOURS: Full-Time 37.5 hours per week (Varied schedule may involve evenings and weekends).

DESCRIPTION: Support individuals with intellectual and developmental disabilities in obtaining and maintaining competitive employment. Must be able to work flexible hours including evening and weekends, as needed. Be able to adapt to a variety of work settings. Need to be highly organized (excellent time management) and able to work well independently and as part of a team. Must be able to develop collaborative relationships with employers and have the skills to navigate diverse business cultures. Need strong verbal and written communication skills and ability to interact effectively with diverse stakeholders. Need strong analytical skills and be a creative problem solver. Able to provide instruction on and off the work site.

RESPONSIBILITIES:

- Provide on-the-job training to individuals on the work site.
- Identify supports and adaptations as needed.
- Make all required contacts to support billing standards set forth by OPWDD SEMP.
- Develop, review, and update appropriate SEMP plan for each assigned individual.
- Understand each individual's needs and develop vocational objectives designed for the work site.
- Communicate with the on-site employer about job training sites, including problems and concerns.
- Maintain confidentiality and follow Agency policies for protecting the health, safety, and well-being of individuals.
- Collect and record data about individual performance including progress towards goals.
- Take instruction from your supervisor which may include task analysis.
- Facilitate communication with employers as appropriate which may include, schedule adjustments, changes and feedback of individual performance.
- Serve as a link between the agency and community work site setting.
- Attend Program staff and in-service meetings as required.
- Attend professional development workshops as required by supervisor.
- Complete any necessary paperwork as required by OPWDD regulations.
- Must be sensitive to the cultural diversity of others and facilitate trusting relationships and partnerships with individuals, families, community members, and co-workers.

QUALIFICATIONS:

Bachelor degree in a Human Service field preferred. High School Diploma or GED required. Two years of previous experience working with individuals with developmental disabilities in a supported work environment. Must be able to lift, push, and pull 50lbs. Candidate must have the ability to become and maintain an agency approved driver status. Must have a valid NYS driver's license with daily access to insured personal vehicle to transport self and/or individuals as necessary.

EQUAL OPPORTUNITY:

Holy Childhood is an Equal Opportunity Employer and does not discriminate on the basis of race, age, color, religion, gender, gender identity, marital status, sexual orientation, veteran status, national origin, or any other characteristic protected by law.

Please send cover letters and resumes to: Human Resources - Holy Childhood - 100 Groton Parkway
Rochester, NY 14623 (585) 359-3710 Employment@holychildhood.org