

## **Holy Childhood Job Description**

**JOB TITLE:** Employment Specialist, Long Term Temporary

**REPORTS TO:** Employment Services Manager

**HOURS/STATUS:** Full-Time/Non-Exempt

**SALARY RANGE:** \$19.00 -\$21.00

### **JOB SUMMARY**

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.

### **SPECIFIC JOB 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 & ACCES-VR.
- Develop, review, and update appropriate service plans for each assigned individual.
- Understand each individual's needs and develop vocational objectives designed for the work site.
- Job Development and work readiness activities
- Assess vocational skills.
- Communicate with the onsite 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 & ACCES-VR regulations.
- Must be sensitive to the cultural diversity of others and facilitate trusting relationships and partnerships with individuals, families, community members, and co-workers.
- Other duties may be assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have: the ability to demonstrate and provide examples of continuous personal development and improvement; person centered approach; excellent communication skills (verbal and written); Problem solving skills, strong organizational skills and the ability to effectively manage multiple tasks/projects. 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.

## **EDUCATION and/or EXPERIENCE**

Associate's degree required, bachelor's degree preferred, in a Human Service field. Two years of previous experience working with individuals with developmental disabilities in a supported work environment.

## **EQUAL OPPORTUNITY EMPLOYER**

The Rochester School of the Holy Childhood, Inc., does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic background, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information, health condition, or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## **ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have read this job description and completely understand the job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that future performance evaluations are based on my ability to perform the duties and responsibilities to the satisfaction of my immediate supervisor. I have had the opportunity to discuss questions that I may have prior to signing this form.

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Employee Signature

Amy V. Kahn  
Director of Human Resources

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Date

September 24, 2024