



**The Arc of Shelby County, Inc.  
Position and Description**

<b>Position Title:</b>	Employment Specialist
<b>Reports To:</b>	Employment Supervisor
<b>Location:</b>	Office Based, but Primarily Field Work
<b>Standard Hours:</b>	As needed to accomplish work
<b>Classification:</b>	Non-Exempt, Hourly
<b>Provides Supervision To:</b>	None

**SUMMARY OF PRIMARY JOB FUNCTIONS:**

Under the supervision of the Employment Coordinator, the Job Coach/Employment Specialist will be responsible for assisting participants of The Arc of Shelby County's Employment program through the successful completion in attaining and retaining competitive employment opportunities in the community. The Employment Specialist will also be responsible, as assigned, to provide extended services to clients who have gained and retain community employment. This position will include marketing of The Arc's program to employers in Shelby County.

**A. RESPONSIBILITIES – ESSENTIAL FUNCTIONS**

1. Identify potential employers in the community for adults with developmental disabilities.
2. Assist participants with assessment of abilities for appropriate employment.
3. Assist individuals in obtaining employment.
4. Assist in one-on-one and group training to prepare jobseekers for competitive employment
5. Provide needed job coaching (to be determined on individual basis).
6. May conduct task analysis, arranging tasks into sequential teachable components.
7. In a work setting: (a) monitors and teaches work related skills and behaviors such as appropriate communication, on-task behavior, grooming, appropriate social interactions. (b) identifies employer or supported employee concerns and tries to resolve potential problems without intruding on the employer/supervisor relationships. (c) ensure that task is completed according to the standard established for that task.
8. Coordinate with other agencies.
9. Maintain contact with employer and employee to ensure job success
10. Liaison with individual served, family, employer and any other parties to remove all barriers to successful competitive employment and continued employment.
11. Develop appropriate records and complete all documentation as required by funding agency and The Arc of Shelby County.
12. Provide program participant transportation during assessment and job development as necessary.
13. Assure all agency safety policies are adhered to.
14. Represent Agency in a courteous and professional manner at all times.

15. Travel to program participant worksite and access varying workspace as necessary.

**B. ANCILLARY FUNCTIONS:**

16. Report regularly to supervisor on program participant status.

17. Complete and submit all required reporting forms, including hours worked, in a timely manner.

18. Participate in staffing with referral counselor or other professional providing services.

19. Adhere to agency policies.

20. Perform other job related duties as assigned by supervisor for the purpose of ensuring the efficient and effective functioning of the agency.

**C. WORK ENVIRONMENT:**

Depends wholly on the setting in which training of program participant is to take place. Each site may have a variety of factors that should be acknowledged, including variable noise and dust levels, varying temperatures, lighting and ground surfaces.

**D. PHYSICAL REQUIREMENTS:**

Depends on training site and skill being trained: standing, sitting, bending, stooping, lifting, grasping and stretching. Visual skills. Vehicle travel and driving. Fine motor dexterity.

**E. QUALIFICATIONS/EDUCATION**

1. Degree in related field preferred, but not required
2. Experience working with individuals who have developmental disabilities (or similar experience is strongly preferred).
3. The ability to maintain First Aid and CPR certification
4. Valid Driver's license and proof of acceptable levels of automobile insurance
5. Ability to perform duties in a variety of settings, including professional situations, private homes, area businesses and other sites.
6. Sales/marketing experience preferred.
7. Computer skills, including word processing, excel and database.

**F. COMPETENCIES**

1. Excellent oral and written communication skills, including public speaking and reporting.
2. Ability to function in a flexible, ever-changing environment.
3. Belief in inclusiveness in all community settings.
4. Ability to work with a minimum of supervision.
5. Detail oriented.
6. Ability to accommodate a flexible work schedule. Days and times will be assigned based on program/program participant needs. This may include working some evenings, weekends or holidays.
7. Ability to schedule calendar of activities and maintain personal activities as scheduled.
8. Ability to work as a contributing team member.

---

Employee Signature

---

Date