



## Employment Specialist

### **JOB STATUS:**

Full time, daylight hours, 40 hours/week. 7:30 a.m. – 3:30 p.m.

Part time, daylight hours, 28 hours/week, 7:30 a.m. – 3:30 p.m.

Flexible weekdays, occasional evening and weekends

**LOCATION:** 131 Pleasant Drive, Aliquippa, PA 15001

**JOB DESCRIPTION:** Reporting to the Supervisor for WIN Services, the Employment Specialist will be responsible for providing services to individuals with disabilities in the community as they work to overcome vocational barriers and live lives that are more independent through involvement in community activities, volunteerism, and job seeking/acquisition.

### **KEY JOB RESPONSIBILITIES:**

- Supports client in securing competitive employment and provides life skills training
- Maintains a positive relationship with clients, their families, coworkers, outside agencies and community employers
- Helps maintain operations and oversight of clients at competitive employment work sites
- Provides training and follow up for persons placed in competitive employment
- Provides job development for all clients referred for competitive supported employment
- Participates in goal planning with Program Specialist and client as scheduled
- Provides systematic skill training for all clients supervised
- Implements goal plans and behavior plans, preparing clients for competitive employment
- Trains clients in new job skills, independence skills, problem solving skills and decision making necessary for competitive employment
- Performs job and task analysis, as well as job skills inventory
- Completes documentation in a timely manner and maintains accurate files/reports for persons involved in one-to-one supported employment
- Transports clients as needed using company and personal vehicle with mileage reimbursement
- Must be able to work flexible hours, including occasional evenings and weekends
- Will conduct Job Preparation Classes as needed

### **QUALIFICATIONS:**

- High school diploma or equivalent
- Some post-secondary training / education preferred
- Experience working with individuals with disabilities helpful not necessary, training will be provided
- Excellent organizational skills and attention to detail
- Ability to work in a team environment
- Strong work ethic with high integrity
- Familiarity with Microsoft Office – Word, Outlook
- A valid driver's license
- Able to pass background checks and clearances