

# Innovative Services NW Job Description

## Job Title: Weekend Employment Specialist



**CLASSIFICATION:** 38

**HOURLY/SALARY RANGE:** \$22.00

**REPORTS TO:** PROGRAM DIRECTOR – EMPLOYEMENT SERVICES

**EFFECTIVE DATE:** 3/22/2021

INNOVATIVE SERVICES NW LOCATED AT: 9414 NE FOURTH PLAIN BLVD, VANCOUVER, WA 98662

**SUMMARY:** Position is responsible for job discovery, assessment, prep, marketing, development, coaching, and retention activities for participants in Individual Employment with the goal of finding meaningful employment. Positions is also responsible for discovery, community participation, skill development and coordination for participants in Community Inclusion with the aim to connect them to community activities which provide opportunities to develop relationships and to learn, practice and apply skills for greater independence and inclusion.

### **ESSENTIAL FUNCTIONS:**

#### **Job Discovery, Prep, & Development**

- Collects, interprets and uses information to assist participants with career planning, interest inventories, job seeking, application procedures, resume writing, interview preparation and job retention skills and attitudes
- Helps prepare participants for job development by assisting with interview skills, grooming, resume, travel training, skill building, etc.
- Researches and networks to build relationships with targeted employers to determine current and near future employment needs to maximize employment opportunities for assigned participants
- Seeks out unique employment opportunities that match the individual's interests and skills and ensures conditions and terms of employment necessary for a successful job placement
- Assists individuals in interview preparation and makes arrangement for and supports the participants with the job interviews
- Works collaboratively with individuals and employers to negotiate provision of supports, job modifications and terms of employment

#### **Job Coaching**

- Develop and maintain schedule to provide on-site assessments, job sampling, and job supports for participants assigned
- Aids individuals as needed with new hire process including safety and company policy trainings
- Prepares a job analysis identifying conditions of the job and the job environment
- Develops a task analysis of job responsibilities for job training
- Identifies any job modification, accommodations or equipment needs and arranges the implementation for those needs
- Assesses training needs and determines training responsibilities for individual and employer
- Provides on-the-job training for the individual or provides employer training if they select to do employee training
- Assists individuals in methods to be interactive with co-workers and provides co-worker training to employees of business
- Identifies problems and provides methods to solve potential problems
- Provides ongoing support to ensure successful employment including ensuring scheduled evaluations
- Makes scheduled contacts with employer representative to ensure employer satisfaction
- Identifies and encourages natural supports in the employment environment

#### **Community Inclusion**

- Provide services that promote individualized skill development, independent living and community integration so persons can learn how to actively and independently engage in their local community.
- Assist in connecting participants to activities and provide opportunities to develop relationships and to learn, practice and apply skills for greater independence and inclusion

#### **Case Management**

- Performs liaison communication with home providers, transportation support and employers as needed
- Makes monthly contacts with individuals as defined in ISNW's procedures to ensure employee job satisfaction
- Schedules and attends meetings with funding agents to ensure training plans and funding for employment services
- Schedules annual review meetings with the individual/support team to review his/her job satisfaction, advancement/career development opportunities, and support needs and goals
- Communicates regularly with family, home provider, case management, and funding agents on status and issues
- Ensures individual employment plans are implemented and followed

**AN EQUAL OPPORTUNITY EMPLOYER**

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### Administrative and Agency Responsibilities

- Document activities and progress according to agency policies and procedures and prepare plans, reports, letters, progress, notes and other agency documents as assigned
- Follows all agency policies and procedures
- Attends staff meetings, agency meetings, other meetings and seminars
- Prepares governmental and other funding agency reports

**SUPERVISORY RESPONSIBILITY:** This position has no supervisory responsibilities.

**WORK ENVIRONMENT:** While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions. The employee works in varied residential environments based on assigned caseload. This position performs tasks that involve no exposure to blood, body fluids or tissues, but employment may require performing unplanned category I procedures.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to stand, walk, sit; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee frequently lifts and moves up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**POSITION TYPE AND EXPECTED HOURS OF WORK:** This is a full-time (30-40 hours per week) position with varying hours Wednesday through Sunday

**TRAVEL:** Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

### **REQUIRED EDUCATION, CERTIFICATION(S) AND EXPERIENCE:**

- Advanced time management and planning skills
- Good analytical and independent judgment skills
- Must be able to adapt physically to many work environments
- Must have or obtain first aid and CPR training card within 90 days upon hire
- Must have a valid driver's license and proof of auto insurance
- Must pass background driving and criminal checks per contract requirements

### **AAP/EEO STATEMENT:**

Innovative Services NW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. 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.

### **OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

### **SIGNATURES:**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_