

Superior Alliance for Independent Living

POSITION DESCRIPTION

(Updated January 2017)

Title: Employment Services Specialist

Responsible to: Employment Services Director

Summary:

The Employment Services Specialist is a motivated and creative individual who will develop relationships with consumers of all ages with disabilities, being responsible for providing employment-related services. This position will assist consumers by providing assessments, trainings and work based learning experiences through authorizations from Michigan Rehabilitation Services. This position will report to the Employment Services Director for support, resources and information.

Expected Duties and Responsibilities:

- A. Communicate with consumers regarding information and referral or create independent living plans based on their individual goals. This may include phone, email, and face to face communication on a weekly or monthly basis. Utilize person-centered planning techniques and promote independent living philosophy based on definitions for a center for independent living during all work with consumers, families or community members.
- B. Complete services based on the Employment Navigation Services contract made by a referral process from Michigan Rehabilitation Services including, but not limited to services for adults of all ages.
 - A. Assessment Services
 - B. Training Services
 - C. Job exploration and follow along services
- C. Build relationships and trust with others to assist individuals with barriers to employment.
- D. Be responsible for assisting consumers develop career goals, teaching pre-vocational and job skills, providing career skills training and assisting consumers both on and off the job to help maximize success in the workplace and ensure an outstanding, productive member of the workforce.
- E. Identify specific support needs which will increase the individuals overall success in maintaining employment in an area of their choice.
- F. Responsible for networking throughout with the community and maintaining contacts to assist consumers with workforce skills.
- G. Participate and contribute in SAIL special events as assigned by a supervisor.
- H. Complete other duties as assigned by a supervisor.

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Expected Skills and Characteristics:

1. Be a team player. Strong interpersonal skills and demonstrated professional presence within the community and agency (co-workers, volunteers and consumers).
2. Support SAIL's mission and values. Sensitivity to and awareness of independent living issues. Knowledge of IL movement and a demonstrated commitment to the IL philosophy.
3. Compliance with SAIL's Employee Handbook regarding policies and procedures.
4. Compliance with the SAIL Casework Standards and Procedures manual.
5. Detail oriented; adept to meeting deadlines.
6. Exceptional time management and organizational skills.
7. Must abide by HIPAA rules and regulations.
8. Promptness and consistent attendance is mandatory.
9. Attend and complete trainings as assigned.
10. Proficient in Microsoft Office™ program applications. Ability to use basic Internet and email operations.
11. Perform other duties as assigned.

Desirable Qualifications:

1. **Education:** Bachelor's or Master's degree in management or related field; will consider equivalent work experience.
2. **Experience:** Two years working in a professional environment or non-profit is required.
3. **Work Environment and Abilities:**
 - a. Standard office environment while performing duties; sitting at desk, communication, reaching with arms, manipulating a computer keyboard, etc.
 - b. Out of office environment includes: traveling to locations, accessing facilities, attending meetings and communicating with partners on a daily/weekly basis.
 - c. Demonstrated positive attitude, reliability, a self-starter who assumes responsibility when warranted, is conscientious, professional in manner and hard working.
 - d. Ability to communicate effectively with the public and consumers in a professional manner.
 - e. Ability to communicate effectively both orally and in writing.
 - f. Ability to work with diverse populations of individuals with disabilities.

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- g. Ability to function in stressful situations or balance multiple tasks.
- h. Must have access to reliable transportation, be able to travel on a regular basis and be willing to stay overnight when needed. (Travel and overnight stays dependent on MRS authorizations and may change on weekly basis)
- i. Can perform duties with or without accommodations for a disability.

For purposes of employment standards, this position is categorized as “non-exempt” according to the Fair Labor Standards Act. Benefits are available pursuant to SAIL’s policies for a full time, hourly employee.

Approvals:

Executive Director Signature

Date

Acknowledged:

Employee Signature

Date