

## EMPLOYMENT SPECIALIST

**Job Title:** Employment Specialist

**Job Status:** Full-Time

**Department:** Supported Employment

**Position Reports To:** Supported Employment Manger

**Executive Report:** Director of Services

### JOB DESCRIPTION

This position is responsible for providing vocational and employment supports for adults with disabilities or other barriers to employment. This includes assisting people to identify their areas of interest for potential employment, preparing participants to be work and job ready, identifying potential employers and assisting participants throughout the application, interviewing and hiring process. The position also requires providing on the job training as needed and providing long-term follow-up support to help people maintain and/or advance in their employment. This position serves as a back-up for our Norse Project SEARCH program as well. This entails providing on-site supports to Senior year, high school students who are performing internships at various departments on campus at NKU.

### DUTIES AND RESPONSIBILITIES

- Work with persons served to develop individualized, person-centered employment plans.
- Provide written documentation and verbal communication of services in accord with regulations, company practices and referral source requirements.
- Provide vocational and employment training to persons served throughout the employment process.
- Develop jobs in community employment sites.
- Place persons served into jobs that match their skills and interests.
- Communicate effectively with persons served, people within their support systems, agency staff and referral sources.
- Provide technical assistance to employers.
- Provide on-the-job support and training as needed.
- Provide on-going follow-up support to persons served and employers to promote job retention and advancement.
- Provide intervention techniques as needed to ensure successful outcomes.
- Provide back-up support as needed for Norse Project SEARCH.
- Learn and maintain knowledge of community resources to assist persons served with needed services.
- Appropriate record keeping for program and agency needs.
- Perform other related duties to ensure the Supported Employment program is successful.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Very strong interpersonal skills.
- Must be proficient with Microsoft office applications.
- Strong written and verbal communication skills.
- Creative problem solver.
- Ability to teach others specific skills.

- Ability to effectively establish and maintain relationships with employers.
- Ability to execute appropriate paperwork.
- Manage personal schedule to work within the parameters of the position.

#### EDUCATION AND EXPERIENCE

- BS or BA in Social Services or business-related fields is preferred OR equivalent combination of experience and education sufficient to successfully perform essential functions of the job.
- Prior experience working with people with disabilities a plus.
- Have a valid driver's license and dependable transportation.

#### BENEFITS

- Medical, Dental, Vision coverage
- Critical illness, accident, hospital indemnity coverage
- 401K (3% Employer Match after one year of employment)
- Short- and Long-term disability (Employer paid)
- Basic term life (Employer paid)
- FMLA
- Paid Time Off
- 10 Paid Holidays

*\*BAWAC is an Equal Opportunity Employer*