

To provide an innovative array of services and supports with individuals with developmental disabilities that enhance their quality of life, promote community inclusion and acceptance and foster each individual's unique ability to grow, learn and contribute to community. Services that are innovative and uniquely responsive to the changing needs of the individual and family within the changing landscape of the service environment. Maintain a person-centered focus where individual choice and self-direction guide services; developing opportunities that promote learning, community participation and good citizenship; promote and maintain environments that are safe, integrated, healthy, foster a climate of teamwork, respect and accountability for all; ensuring diligent stewardship of local, state, federal and donor fiscal resources. Ardmore is Ohio Department of Developmental Disabilities certified as Supported Living, Individual Options (IO) and Level One Provider.

**PART-TIME EMPLOYMENT SPECIALIST
PT #ES3**

POSITION RESPONSIBILITIES:

- Provide support services and positive role modeling to help improve personal growth and self-determination.
- Provide positive role modeling while on job site and assist individual with learning interpersonal skills necessary to be accepted as a worker at the job site and in related community contacts.
- Facilitate Career Planning Services as defined in rule 5123:2-9-13 e.g. Assistive Technology Assessment; Career Discovery, Career Exploration; Situational Observation and assessment and worksite accessibility.
- Provides onsite guidance of Individual Employment Support Consumers; assisting them in enhancing employment skills; documenting their performance and preparing reports for their teams.
- Provide Adult Day Support or Vocational Habilitation support services as needed in the Bridges Day program.
- Provide Non-Medical Transportation services as needed.
- Assist individual in developing natural supports within co-workers.
- Assist with developing the individual's interpersonal skills and help him/her understand the "job culture" that is unique to that employer.
- Identify and facilitate the necessary supports for the individual to be a successful employee.
- Encourages individual to participate in activities outside of work.
- Mentors individual through positive and creative environments.
- Completes all other duties as otherwise assigned by the Supervisor.

QUALIFICATIONS: High School Diploma, GED or equivalent; BA in related field (or activity towards obtaining such degree) is preferred and experience with Developmental Disabilities and Autism. Must be able to pass a drug screen. Able to successfully pass Employment First training. Able to obtain CESP (Certified Employment Support Professional) Certification after one year of employment.

HOURS OF THE POSITION: This is a Part-time hourly position, average 24 hours a week with a varied schedule. Including weekdays with some evenings and weekends - schedule will fluctuate based on caseload need. This Benefit package includes: vacation benefits, and sick benefits.

POSITION AVAILABLE: IMMEDIATELY

CONTACT: HUMAN RESOURCES MANAGER/DAY PROGRAM DIRECTOR

ARDMORE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

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