

## **PART-TIME EMPLOYMENT SPECIALIST PT #ES1**

This is a Part-time hourly position, average up to 25 hours a week with a varied schedule. May be eligible for paid vacation and sick time accrued on hours worked. In the future this could become a full-time position.

### **POSITION RESPONSIBILITIES:**

- Pass a drug screen
- Complete/Pass Employment First training and attend in-person training
- 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.
- Develops a "fade out" and Follow Along plan individualized to each individual.
- Facilitate Customized Employment, when appropriate to meet the needs of the individual and the employer.
- 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.

**HOURS OF THE POSITION:** Mostly weekdays with some evenings and weekends - schedule will fluctuate based on caseload need.

**POSITION AVAILABLE: Immediately**

**POSTED: September 9, 2021**