



JOB DESCRIPTION

Vocational Specialist

Department:	Arc Advance
Responsible to:	Director of Consumer Programs
Supervises:	NA
Hours:	Part-Time, requires some evenings and weekends.
Classification:	Non-Exempt

QUALIFICATIONS

1. Minimum of High School diploma and 3 years experience, preferably Bachelor's Degree in rehabilitation, special education, human services, or relevant field.
2. Be able to readily adjust to changing job requirements.
3. Excellent written and verbal communication skills
4. Computer experience with Microsoft applications
5. Meet clearances for child abuse and criminal history.
6. Must have automobile, valid driver's license and insurance and clean driving record.
7. Must be able to work flexible schedule as job demands

DUTIES AND RESPONSIBILITIES

Essential Functions of the Job

A. Program Coordination

1. Have positive expectations regarding the abilities of persons with intellectual and developmental disabilities to learn complex skills, be competitively employed, and function successfully in valued community settings.
2. Ensure programs are implemented and based on consumer's needs, wants and abilities and are consistent with authorized services in the consumer's ISP or OVR Vocational Plan.
3. Assure timely, accurate preparation of records for monthly billings.
4. Works within a team to met program goals and assure quality supports and services.
5. Participate in consumer ISP quarterly/annual reviews.
6. Conduct consumer intake interviews and completion of agency/program intake information packet.

7. Provide pre-employment skills training and coaching to support individuals in acquiring job readiness skills(interviewing, resume development, application preparation...)
8. Analyze and train the critical job related behaviors necessary to acquire and maintain a job (transportation, social skills, appropriate dress, and behavior).
9. Assist program staff to evaluate, analyze and identify ways to modify a job as needed for consumer to obtain or maintain competitive employment.
10. Work with program staff in seeking new employers and job placement sites.
11. Work in cooperation with employer supervisors to ensure a positive and constructive relationship.
12. Works cooperatively with community programs serving persons with intellectual and developmental disabilities.
13. Provide advocacy and guidance for consumers.
14. Provide job follow-up services to consumers employed and understand how to fade oneself from the job and turn the supervision and support over to a co-worker and/or supervisor.
15. Attend work-related training, seminars, and conferences.
16. Maintain client records.
17. Liaison with OVR, MH/ID, and Schools
18. Present Arc Advance services to area providers and businesses.
19. Work with local school districts and Intermediate Unit to implement transition from school-to-work activities and training.

Non-Essential Functions of the Job

1. Coordinate travel to and from consumers' homes and places of employment.
2. Assist consumers in accessing information from Social Security, etc.
3. Perform other duties as requested by the Director of Consumer Programs or Executive Director.

DISCLAIMER

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.