Job Description: Employment Support Professional

Employment Support Professional

Department: Adult Day Program
Reports To: Program Manager
FLSA Status: Non Exempt
Classification: Full Time
Work Hours: 8:00am-3:00pm Monday-Friday; as needed

Sherwood Autism Center policy is to provide equal opportunity to all people without regard to race, color, religion, national origin, ancestry, marital status, veteran status, age, disability, pregnancy, genetic information, citizenship status, sex, sexual orientation, gender identity or any other legally protected category. Sherwood is proud to be a drug-free workplace.

Education and Experience

Required:

- 1 year experience working with people with intellectual disabilities, preferred.
- Experience in any social services field is also acceptable.
- Some positions, applicant must be open to travel. (Mostly within Jackson County only)
- Must be able to pass fingerprinting / criminal background check.
- Must be 18 years of age or older.

Preferred:

- Certification in FA/CPR, Bloodborne Pathogens, Abuse/Neglect, MANDT, Level 1 Medication Administration, Class E Driver’s License
- Certified Job Coach or College of Employment Services through DMH (within first 30 days of Employment)

Essential Job Functions

Responsibilities include supervising and providing vocational and critical life skills training to a group of 4-6 individuals with Intellectual, ASD or Developmental Disabilities. The group will access the community, utilizing public transportation, on a daily basis with employment and volunteer opportunities as the primary program focus. The Pre-employment Vocational Trainer is responsible for supporting our individuals’ efforts to safely access community resources, career planning and exploration, develop positive relationships, and develop pre-employment and pre-vocational skills. Daily duties include but not limited to:

Duties:

- Provide hands on Pre-Employment services to individuals with higher support needs.
- Transporting individuals in the community and facilitating connections with community resources.
- Assesses the individual’s needs and abilities to develop appropriate goals and teaching strategies based on assessment.
- Provides feedback to individuals, families, and their support teams.
- Leads in career planning with Individual and Individual's network and provides input to develop individualized service plan.
- Create relationships with various community resources.
- Teaches individualized service action plan in accordance to Individual’s individualized learning style and goals.
- Creates and sustains teaching environments that value continuous growth and development, promoting Individual creativity, self-reliance, competence and proficiency.
- Maintains all Individual records as assigned by Program Director/Program Manager
- Reviews Individual’s individualized service plans and Individual progress monthly.
- Provide direct support to ECO program as needed.
- Must be able to exert, lift, carry, push/pull up to 50 pounds
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- Must be able to demonstrate good balance, object handling, object fingering, feeling, simple hand grasping, firm hand grasping and occasional running or jogging.

A qualified candidate must possess:
- Firsthand knowledge of disabilities (use of person first language, etc.), support services and community resources.
- A high level of professionalism, especially with potential employers.
- Ability to prioritize, problem solving and plan independently to meet deadlines.
- Ability to possess excellent verbal and written communication skills.
- Demonstrated skills in Microsoft Office (Word, Excel, PowerPoint, etc.).
- Must be able to travel throughout Kansas City area on a regular basis.

Acknowledgement

By signing below, I acknowledge that I have read, asked any questions I may have about the essential functions of my job description and am confirming that I am able to fulfill the responsibilities necessary to do the job competently and without limitations or reservations.

__________________________________________________________
Employee Print Name

__________________________________________________________
Employee Sign Name  Date