

**Job Title:** Employment Specialist

**Department:** Adult Program

**Reports to:** SE Program Manager

**FLSA Status:** Non Exempt

**Classification:** Full time

**Work Hours:** 8:00 – 3:30 Monday – Friday; hours may vary based on client or business need

### **Education and Experience**

Required:

- 4 years' experience working with people with autism or other developmental disabilities
- 4 years' experience in workforce development or Bachelor's Degree.
- Has a commitment to service and personal excellence.
- Is team oriented and values diversity.
- Must be able to pass fingerprinting / criminal background check/pre-employment physical.
- Must be 18 years of age or older.
- A high level of professionalism, especially with potential employers.
- Ability to prioritize, problem solving and plan independently to meet deadlines.
- 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.
- Must have current, valid Class E driver's license and appropriate automobile insurance and be able to drive extensively and provide transportation to clients

Preferred:

- Bachelor's degree in human service or related field.
- Certification in FA/CPR, Bloodborne Pathogens, Abuse/Neglect, MANDT or other safety program, Level 1 Medication Administration, Class E Driver's License
- CESP or College of Employment Services through DMH (or within first 30 days of Employment)

### **JOB SUMMARY**

Sherwood Autism Center's Adult Program is seeking an Employment Specialist. Professional candidate provides direct services related to ISP Supported Employment for consumers enrolled in the Adult Program. The Employment Specialist helps engage consumers and employers by establishing trusting, collaborative relationships directed toward the goal of competitive employment in community settings.

Responsibilities include supervising and providing vocational and critical life skills training to a group of 4-6 individuals with Autism and/or Intellectual/ Developmental Disabilities. The group will access the community, utilizing public transportation or in agency vehicles, on a daily basis with employment and volunteer opportunities as the primary program focus. The Employment Specialist will also conduct 1x1 assessments, job development, training and career planning. The Employment Specialist is responsible for supporting our individuals' efforts to safely access

community resources, career planning and exploration (including obtaining job development opportunities as local businesses), develop positive relationships, and develop pre-employment and pre-vocational skills. Daily duties include but not limited to:

### **PRIMARY FUNCTIONS**

1. Identify, cultivate and document community employment opportunities.
2. Provides job development, job site training, and employment supports.
3. Prepares consumers for employment through individualized interventions according to the outcomes on their ISP.
4. Provides individualized follow-along supports to assist clients in maintaining employment.
5. Directly assist consumers to choose, obtain and maintain competitive employment
6. Works with consumers and multidisciplinary team to develop individual employment plans and completes required updates.
7. Establishes and maintains relationships with employers in the community.
8. Assist to measure employer and consumer satisfaction at least on a semi-annual basis
9. Maintains a database of employers and completes all required quality assurance and data tracking to meet program fidelities.
10. Meets productivity standards and documentation requirements.
11. Possess good verbal and written communication skills.
12. Promote and advocate the philosophy of independence.
13. Flexibility in an ever changing environment.
14. Ability to teach new skills, troubleshoot problems and to creatively provide solutions to remove barriers to employment.

### **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.**

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Employee Print Name