



## **Job Description**

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| <b>Position Title:</b> | <b>Employment Specialist</b>                  |
| <b>Reports To:</b>     | <b>Director of Employment Services</b>        |
| <b>Hours:</b>          | <b>37.5 hours per week, salaried position</b> |
| <b>Classification:</b> | <b>Full Time/Professional Employee</b>        |

### **Qualifications**

**Education/Experience** Associates Degree and/or a minimum of 3 years in direct care experience in an established program for individuals with disabilities.

**Other Qualifications**

1. Must possess a valid NJ's drivers license and a driving record acceptable to our insurance carrier.
2. Must have a Mantoux test upon hire as per agency policy.
3. Drug test must be completed.
4. Completed CARI check.
5. Completed Central Registry check.
6. Must be at least 18 years of age.
7. Must complete Finger Printing as part of Criminal Background Check.

**Working Conditions/  
Physical Demands** Work is active and is performed in the consumer's home, at The Arc of Cumberland County administrative offices, and predominantly in the community employment settings. Lifting persons and heavy objects may be required. The employee may have to drive the consumer to work sites and/or social service organization locations for the purpose of developing, obtaining, and maintaining a work position for the consumer.

**Communication Skills** Must be able to communicate all programmatic issues and concerns verbally, and in writing, to all consumers involved in the program, associated family members and significant others, related business individuals, the professional staff within The Arc of Cumberland County, the New Jersey Division of Vocational Rehabilitation Services (NJDVRS) and the New Jersey Division of Developmental Disabilities (NJDDD). Communication must be person centered. Written documentation must be accurate and submitted in a timely fashion. Must maintain confidentiality in all communication.



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### **Job Duties/Competencies**

#### **Essential Functions**

Hours of work are flexible and determined by consumer need. Ensure the overall health and safety of consumers and program staff during the development of a work placement and monitoring of consumer training after such placement has begun. Provide employment seeking and employment retention training to all consumers directly assigned to the Employment Specialist. Transport consumers as required. Assume completion of fiscal and program quality assurance reports as required. Must work effectively with administrative staff, exhibit respect and understanding of others to maintain positive relations. Ability to identify and solve problems.

#### **Job Duties**

Attends The Arc of Cumberland County meeting and trainings as required. Protecting/advocating for the rights of all consumers in the program. Prepares for any consumer meeting. Adheres to all policies and procedures of The Arc of Cumberland County, as well as NJDDD and NJDVRS. Maintaining a professional liaison between consumers, family, employees and significant others.

**I acknowledge that I have read and understand all of the responsibilities related to this position as outlined in this job description.**

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**Staff Member Signature**

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**Date**