

**Arc of Cumberland County
Job Description**

Position Title: Employment Specialist

Reports To: Director of Employment Services

Hours: 37.5 hours per week, salaried position

Classification: Full time/Professional employee

Qualifications

Education/Experience Associates Degree and/or a minimum of 3 years in direct care experience in vocational programs for the disabled.

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, and the New Jersey Division of Vocational Rehabilitation Services (NJDVRS).

Other Must possess a valid NJ driver's license and a driving record acceptable to our insurance agency. Must have a Mantoux test upon hire as per agency policy. Must establish employment eligibility as per a satisfactory independent criminal background check performed at or prior to the date of hire by a private agency contracted by the Arc of Cumberland County. Must be at least 18 years of age.

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 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 purposes of developing, obtaining, and maintaining a work position for the consumer.

Essential Functions Hours of work are flexible and determined by consumer need. Insure 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.

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Essential Functions (cont.)

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.

Job Duties: **1. Administrative Responsibilities**

Work effectively with all administrative staff and maintain close and effective communication on issues that overlap other program areas.

Understand and adhere to all NJDVRS, NJDDD, and Arc of Cumberland County policies and procedures that relate to the supported employment services program.

Attend Arc of Cumberland County meetings and training sessions as required.

Perform additional administrative duties as required by the Director of Employment Services

2. Individual Consumer Responsibilities

Protecting the rights of all consumers in the program, teaching the consumers to exercise these rights, and supporting them to live up to their work and community responsibilities.

Maintaining a professional liaison between consumers in the program, family and professional caregivers, employers, relatives, and significant others.

Preparing for, attending, and conducting all consumer meetings (Intake, DDD IHP, DVRS reviews, etc.)

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

Staff Member Signature

Date

Revised March 2013