

Employment Specialist

Department: Employment Planning and Supports

Location: Arlington, WA

Starting Compensation: \$13.67 per hour per Union Contract

Work Schedule: Monday-Friday-hours vary occasional evenings and weekends as needed

Benefits- See 2015 Benefit Summary

Closing Date: When filled

Description of Essential Functions:

- Market to area businesses
- Attend planning meetings including DDA, DVR, NIVRP.
- Attend staff meetings and participate actively
- Ensure progress and completion of goals on employment plans
- Ensure that all monthly minimums are met
- Ensure timely communication (24 hours for phone calls and email)
- Complete daily case notes
- Complete monthly billing summaries
- Write reports, assessments
- Frequent use and updating of technology: iPads, iPods, Smart phones, and ability to teach the use of these tools
- Demonstrate proficiency in working with diverse participants
- Ensure confidentiality is maintained
- Maintain an effective daily, weekly, and monthly schedule
- Achieve outcomes and assist participants in overcoming barriers to employment
- Teach job duties at job site
- Act as liaison with employers
- Market employment and community services
- Provide personal care assistance support as needed
- Support self employment when applicable
- Maintain a working knowledge of Social Security work incentives in order to effectively utilize them to further employment outcomes for participants.
- Support employers in making reasonable accommodations
- Support employers in obtaining tax credits
- Increase community awareness of services provided by VCS
- Independently work and problem solve
- Develop effective professional relationships with employers
- Maintaining files and documentation

Qualifications, Education and Experience

- Minimum 1 year experience or education in provision of services for persons with disabilities. Working knowledge of the vocational rehabilitation process and related activities is helpful. Marketing experience helpful.
- Excellent communication skills, creative thinking, and the ability to work independently are essential.
- Organizational and time management skills are necessary.
- Must be able and willing to learn in both formal and informal settings, take direction, and be a self starter/self monitoring.
- Must be able to meet the agency requirements to drive agency-owned vehicles.
- Must meet approval requirements for work with persons who have disabilities by Washington State Patrol and the Department of Social and Health Services.
- A current Washington State Driver's license, ability to obtain current First Aide and CPR certification and certification in knowledge of Blood borne Pathogens.

Physical Demands

- Work is frequently performed inside and occasionally outside with exposure to environmental factors when traveling or working at jobs in the community.
- Work frequently involves sitting, driving, standing and walking.
- Involves occasional lifting up to 50 pounds, assisting in participant transfers from wheelchair, pushing, pulling, crouching, and reaching.
- Frequent finger use to handle pen and paper and operate general office machines such as: TTY, FAX, copier, computer, printer, and telephone.
- Frequent near acuity vision to read computer screen and written material.
- Frequent turn of the neck while driving. The work environment is that of a well lit, well-equipped office with the noise levels usually low to moderate.
- Other physical demands may be present when working with employers in the community.