

## **JOB DESCRIPTION**

**JOB TITLE:** Employment Consultant II

**CATEGORY OF EMPLOYMENT/STATUS:** Support Staff

**CATEGORY OF EMPLOYMENT/CLASSIFICATION:** Full-time

**DEPARTMENT:** Employment Services

**JOB SUMMARY:** Responsible for on-the-job training, advocacy and support of students/consumers in supported employment. Responsible for monitoring job progress and assisting individuals to be successfully employed in the community.

**LOCATION:** As per the need of the service, generally work is performed in the community.

### **DUTIES:**

1. Responsible for communicating job information to concerned parties (Director or Assistant Director of Employment Services, Supported Employment Manager, students/consumers, parents/guardians, teachers, employers, staff, etc.) and working with these parties to gain their support.
2. Responsible for planning, coordinating and/or providing transportation and/or travel training.
3. Responsible for registering individuals with appropriate agencies for additional services as needed.
4. Identify and coordinate with employer, consumer, other necessary parties, job modifications or adaptations.
5. Responsible for orienting individual to work schedules, employer rules, job duties, work facilities and providing any needed skill training (including behavior skills).
6. Responsible for providing follow-up support services to individuals and the employers. Support consumers in communicating with employers and co-workers.
7. Responsible for assisting individual consumers to maintain successful employment.
8. Responsible for building on natural supports in workplace to enhance social integration (i.e. co-workers).
9. Responsible for working with each individual on the job until a competency level is achieved to perform the work/tasks to employer satisfaction.

**Page 2 - Consultant II/Employment Services 2 - Employment**

10. Responsible for providing monthly feedback to participating family/guardian in regard to consumer's progress, concerns, etc.
11. Responsible for regularly requesting feedback from families/guardians and acting on these concerns.
12. Help individuals in work-related areas such as: social interaction skills, appropriate grooming, etc.
13. Responsible for keeping the families of individuals in employment informed and involved according to their needs and concerns.
14. Responsible for developing and maintaining placement, training, and support goals for consumers.
15. Responsible for maintaining up-to-date consumer notes in the files of assigned consumers.
16. Act as primary staff person in IPP development by providing records and assessments of consumer's work performance, behavior, training, etc.
17. Administer medications as necessary.
18. The employee agrees to cooperate with the agency and DDD staff during any inspection or investigation.
19. Perform additional duties as required by the nature of the position or as requested by Supervisor.

**IMMEDIATE SUPERVISOR:** Supported Employment Program Manager

**DIRECTION OF OTHERS:** None

**POSITION WITHIN TABLE OF ORGANIZATION:** See "Table of Organization".

**EDUCATION:** Bachelor's degree in a related field required.

**EXPERIENCE/TRAINING:** A minimum of 1 year vocational training experience at The Arc or similar facility required. Valid NJ driver's license and acceptance by Agency's auto insurance carrier required. Must be capable of driving a van.

**MACHINES, TOOLS, EQUIPMENT UTILIZED:** Power tools, cleaning materials, fork lifts, hand tools, lawn mower and major and minor appliances (This list is not inclusive). Employee is expected to be able to use any equipment that consumer may be required to use. Additionally, employee must be able to model any job duty a consumer may need to learn.

**Page 3 - Employment Consultant II/Employment Services**

**JUDGEMENT/INITIATIVE:** Must work well with a minimum level of supervision.

**COMMUNICATION SKILLS:** Must have the ability to communicate with the consumers in a respectful and dignified manner. Strong written and oral communication skills are required with consumers, guardians, employers and others as required.

**WORKING CONDITIONS/HAZARDS:** The behavior of consumers may change dramatically without obvious cause, creating at times, dangerous situations. May be required to stand up to 80% of work time. Lifting of heavy objects may be necessary.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**SALARY RANGE:** As per Agency salary guide.

**DATE EFFECTIVE:** September 1, 1991

**DISCLAIMER CLAUSE:** Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principle requirements of their position of Employment Consultant II in this Agency's operation.

Revised: 03/92, 08/92, 06/94, 04/95, 01/02, 12/03

Reviewed: 04/07, 04/08