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| Job Title: | Employment Specialist  | FLSA: | Non-Exempt |
| Department/Group: | Community Support | Reports To: | Supported Employment Coordinator |
| Location: | Maysville | Travel Required: | Very Few |
| Position Type: | Full-time  |
| HR Contact: | Mary Breeze | Date posted: |  |
| Will Train Applicant(s): | Yes | Posting Expires: | ----- |
| **Job Description:** Employment Specialist will work with individuals assigned to him/her who would be considered at risk of having inadequate employment opportunities or skills upon graduation from high school. |
| Applications Accepted By: |
| Drop off at Comprehend Office611 Forest Avenue Maysville KY, 41056 | Email: mbreeze@comprehendinc.org |
| Job Description |
| **Role and Responsibilities*** Receive referrals to the Pre-Employment Transition Services program to review for appropriateness to the program.
* Meet with local school official to assess needs of the referred students.
* Engages clients and establishes trusting, collaborative relationships directed towards the goal of competitive employment in a community job setting.
* Spends a minimum of 3-4 hours weekly with students for a curriculum that consists of ten individual instructional sessions.
* 60% of time spent with students will be in a classroom setting, remaining 40% will be spent in the community working with students towards obtaining successful employment.
* Maintains all necessary paperwork and documentation.
* Regularly scheduled meetings with vocational rehabilitation counselors at least 2 X monthly to coordinate services
* Position will serve initially one school district within buffalo trace region as program grows expectation of expansion into other school districts will be anticipated.
* Attends weekly meetings with School personnel to review progress, concerns possible problem areas of students. Weekly meetings with Supported Employment Coordinator to review present status of students and increase working knowledge of SE principles and practices in regards to expectations of the program.

**Qualifications and Education Requirements*** Bachelor’s degree is preferred, associate degree is required. Previous experience as an employment specialist would be beneficial. Experience working with adolescence’s and disabilities is preferable.
* Computer skills & Valid Driver’s license as well as satisfactory motor vehicle record.
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| Reviewed By: |  Supported Employment Coordinator | Date: |  |
| Approved By: | Human Resource | Date: |  |
| Employee Signature:  |   |
| Last Updated By: | 03/16/2017 |