

NORTHERN REGIONAL CENTER FOR INDEPENDENT LIVING
210 Court Street, #107, Watertown, NY 13601

JOB DESCRIPTION

TITLE: EMPLOYMENT SPECIALIST

REPORTING

RELATIONSHIP: Reports to Independent Living Program Director

ESSENTIAL JOB DUTIES

1. Prepare individual to explore career goals and become “job ready”: review interviewing skills, create resumes, complete job applications, etc.
2. Develop relationships with area employers to ensure placements.
3. Extensive travel in our service area of Jefferson, Lewis and Western St. Lawrence Counties.
4. Provide job development, placement, coaching and other related supported employment services to consumers with diverse disabilities, assisting them to find jobs and successfully retain them.
5. Provide services under the ACCES-VR, NYSCB, OPWDD and HCBS contract including contemporaneous notes in compliance with contract requirements.
6. Submit accurate service documentation consistently within required deadline.
7. Maintain regular contact with consumers' employers, supervisors and co-workers and orient them to working with people with disabilities.
8. Facilitate social relationships between consumers and their co-workers.
9. Troubleshoot problems with relationships between consumers and co-workers or with task performance.
10. Provide information/referrals for assistive technology, accessibility, accommodations and other programs/services as needed.
11. Alert the Director to potential problems with off-worksites supports such as unreliable transportation or attendant service.
12. Maintain program service records, collect statistical data and prepare necessary reports in a timely manner.

ADDITIONAL JOB DUTIES

1. Engage consumers to become involved in NRCIL programs and participate in Center activities and advocacy efforts
2. Work outside regular hours when necessary
3. Perform any additional duties as may fall within the scope of said position and ability of employee as requested by Program Director and/or Executive Director
4. Model and initiate the learning of self-advocacy skills and the Independent Living Philosophy

PREFERRED QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university and one year's experience in supported employment, job development, placement and coaching for people with physical, developmental and other disabilities (or an equivalent combination of education and experience).
2. A strong commitment to integrating people with disabilities in all aspects of community life.
3. Excellent organization, communication and computer skills, essential.
4. Excellent problem solving and conflict resolution skills, essential.
5. Willing to work a flexible schedule.
6. Excellent writing skills, preferred.