

EMPLOYMENT TRAINING SPECIALIST

Overview:

Provide services and supports to individuals enrolled in Site-Based and Community-Based Prevocational Services. Assist referred candidates in achieving their vocational and employment related goals utilizing evaluation, assessment, and job placement and training techniques.

Responsibilities:

- Provide oversight for a caseload of Site-Based and Community-Based prevocational services participants, deliver service/support at employment locations, and provide documentation of such in compliance with programmatic regulations to ensure their continued success.
- Attend team and/or life plan review meetings as scheduled, communicate vocational related progress, needs and/or concerns; develop comprehensive prevocational service plans designed to meet the individual's needs; ensure regulatory compliance with legal, OPWDD, ACCES-VR, DOL, COMPASS and CQL mandates.
- Maintain on-going communication with various supports including, but not limited to, employer, ACCES-VR and/or OPWDD, family/advocate, and other members of the individual's support team (i.e. Care Coordinator, Residential, Day Program, etc.)
- Advocate for individual rights at the worksite and in the community, facilitate social integration of supported employees into the work environment, and offers sensitivity training to program staff & employers as appropriate.
- Screen/assess individuals proposed for competitive community-based opportunities (at both agency and home locations) and facility-based opportunities as needed; perform worksite analysis and task analysis to properly match individual to appropriate job placements; engage in job development to select potential employers, provide support during the hiring process.
- Provide on-the-job skills training at Site-Based and Community-Based worksites.
- Provide counseling to individuals, their families and/or support team regarding vocational concepts as related to individual's vocational goals.
- Provide case management services when needed, make referrals to other service providers as appropriate.
- Maintain case records in compliance with programmatic and regulatory requirements, including the collection Life Plan reports for caseload of prevocational services participants and/or prevocational program participants. Revises and reviews daily attendance records in a contemporaneous manner.
- Perform additional related duties as requested by prevocational services management or AHRC Workforce Administration

Qualifications:

- Bachelor's degree in human services, plus six (6) months experience working with people with Intellectual and/or other developmental disabilities preferred.
- Prior job development/marketing/sales experience preferred.
- Must be flexible to work evenings, weekends and/or holidays when necessary.

- Defensive Driving and CPR training required.
- Must possess and maintain a valid NYS driver's license throughout employment
- Successful candidate should possess good team building skills; written and oral communication skills; computer proficiency in all Microsoft Office Suite applications and maintain a commitment to professional service delivery of the agency's mission.

Physical demands may include but are not limited to lifting and transferring of adults and performing physical behavioral interventions; and driving agency vehicles to transport program participants as needed and/or requested by prevocational services management or AHRC Workforce Administration.