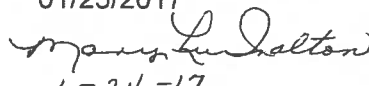


Program Services Employment Support Professional Job Description

Job Title: Employment Support Professional
Department: Program Services
Reports To: Supported Employment Manager
Job Location: Program Services Department
Work Schedule: Full Time 36 hours per week, Part Time 20 – 29 hours per week,
Will include daytime, evenings, weekend and holidays
Exemption Status: Non-Exempt
Prepared By: Human Resources
Latest Revision Date: 01/23/2017
Approved By: 
Approved Date: 1-24-17

Position Summary:

This position requires an energetic and organized person with proven knowledge, skills and abilities in achieving placement goals, knowledge and experience preparing individuals for employment and providing follow-up supports to assure job retention. The primary role will be providing job and work-related training services for individuals with intellectual and developmental disabilities who are seeking employment or who benefit from assistance in maintaining their employment as a valued member of their community.

Essential Job Responsibilities:

Health & Safety and Program Implementation

- Provide one-on-one job training to individuals at various community work sites
- Provide one-on-one Work Crew Assessments authorized by Division of Vocational Rehabilitation (DVR)
- Complete initial and on-going assessments for people referred from DVR for Job Development and Placement Services
- Complete on-going job coaching/support determined to be needed for individuals and complete required notes/documentation for the support
- Complete all required documentation for billing of services provided
- Assess and train individuals seeking community employment
- Teach employment or volunteer related skills to all individuals seeking employment
- Assess needs and recommend goals and objectives for implementing supported employment services for individuals
- Implement Individual Service Plan (ISP) goals and objectives determined for individuals
- Assist individuals in developing working relationships with co-workers and employer(s)
- Provide training for individuals to advocate for appropriate evaluations, pay increases, additional hours, accommodations and employer offered benefits they are eligible for
- Provide opportunities for individuals to participate in work and volunteer activities and community events and activities that promote inclusion
- Assist with public transportation training and other transportation as needed
- Assist with Crew Supervisor duties as a back up when needed
- Report any suspected Mistreatment, Abuse, Neglect or Exploitation (MANE) of a person supported to a Program Manager immediately
- Participate in the Interdisciplinary Team (IDT)'s and Service Plans (SP)s when requested

Program Services Employment Support Professional Job Description

Essential Job Responsibilities, cont.:

Compliance

- Accept assigned shifts for assigned individuals including days/times, location and activities
- Establish and maintain professional level of respect and rapport with people supported and IDT members
- Complete required reports and documentation regarding tracking of assessments, job coaching notes, behaviors, ISPs, T-logs, general event reports, billing/attendance, and other necessary documentation accurately and punctually
- Operate direct-connect or cell phone in compliance with the cell phone use procedure
- Report all incidents and accidents in accordance with incident/accident reporting procedures
- Provide frequent support updates to the Supported Employment Manager
- Attend and participate in required departmental meetings and training sessions
- Participate in in-service and other additional training opportunities
- Maintain all required training certificates current
- Abide by agency and departmental policies and procedures
- Abide by the Division for Intellectual and Developmental Disabilities (DIDD) and Health Care Policy & Financing (HCPF) Rules and Regulations

Internal and External Relationships

- Develop and maintain positive relationships with people supported, families/guardians, co-workers, community members/organizations/employers, vendors, DIDD/HCPF and DVR
- Utilize open and honest communication
- Document communication thoroughly
- Speak immediately to the supervisor about negative interactions or possible complaints

Other Duties as Assigned

Education and Work Experience Qualifications:

High School diploma or GED required. One year full time experience providing supported employment services to individuals with intellectual and developmental disabilities is preferred. Additionally, a good knowledge/understanding of local community resources and businesses is preferred.

Required Skills:

- Ability to exercise good judgment
- Ability to work well as part of a team
- Ability to work independently without constant supervision
- Ability to utilize verbal, written and listening skills to communicate effectively
- Ability to represent a positive and professional manner as an ambassador for Envision
- Knowledge of and experience with computers, internet and electronic documentation

Certificates, Licenses, Registrations:

Must have a motor vehicle, provide proof of automobile insurance, have a valid Colorado Driver's license and acceptable driving record. An unacceptable driving record is a record with at least three occurrences of any combination of accidents (regardless of fault) or moving violations during the past three years and/or a record with one serious violation in the last three years or three or more serious violations committed prior to the past three years, but not more than eight years ago.



Program Services Employment Support Professional Job Description

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 this 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 regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance.

The employee is frequently required to taste or smell, talk, or hear, stand, walk, stoop, kneel, crouch, crawl, push or pull a wheelchair into / on to and off of a van using a ramp and push into building, assist people with mobility (walker, gait belt, walking and standing up). The employee must occasionally lift/transfer up to 50 lbs (for example transferring a person from a wheelchair to a toilet) and occasionally lift up to 100 lbs with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the Employment Support Professional will have occasion to be in the community and in homes for persons with intellectual and developmental disabilities. On these occasions, the Employment Support Professional may be exposed to moving mechanical parts, precarious places, outside weather conditions, fumes or airborne particles. The noise level in the work environment is usually moderate and occasionally loud.

Employee Acknowledgement:

I have received and understand the essential duties and other requirements of my position as stated in the above job description. I am able to perform the essential duties with or without reasonable accommodations. I understand employment is at will.

Print Name

Signature

Date