



EMPLOYMENT SPECIALIST – JOB DESCRIPTION – GRID LEVEL 14

The Employment Specialist is accountable to the Employment Services Assistant Manager and Manager

MANDATE

To provide direct services in the areas of employment counseling and support, including needs assessments, vocational evaluations, employment preparation, training, placement (which may include job development) and orientation, referral to community resources and support services; and performs related duties as required.

EDUCATION, TRAINING AND QUALIFICATIONS

- Diploma (from a recognized university or college) in Career Development, Supported Employment, or Vocational Rehabilitation, or applicable undergraduate degree in Social Services or Adult Education.
- More than three years up to four of experience working with people with intellectual disabilities
- Class 5 driver's license, acceptable driving record, business insurance and use of motor vehicle.
- Emergency first Aid and CPR
- Criminal Record Search for Children and Vulnerable Adults - clearance
- Mandt System Training

JOB SKILLS AND ABILITIES

- Experience in job placement, specifically working with persons with disabilities.
- Knowledge of local labor market trends and employment opportunities in the Lower Mainland
- Knowledge of the local community's resources and services including services provided in the Community Living field.
- A strong commitment to ensuring that the rights of people with developmental disabilities and other stigmas, living and working in the community are protected and respected.
- Demonstrated ability to work within a team setting, with an emphasis on leadership, self-initiative, patience, maturity and tact
- Able to facilitate interactions between strangers
- Demonstrates humility
- Demonstrates awareness of other cultures and minorities
- Excellent written and verbal communication skills
- Excellent organizational skills
- Computer literacy including use of Microsoft Word, Excel and Access
- Demonstrated ability to communicate and liaise with families, and professionals
- Ability to assess work environments to determine suitability of employment

KEY DUTIES AND RESPONSIBILITIES

- The Employment Specialist works primarily at the *posAbilities*' Employment Services location and will be required to travel to locations throughout the Lower Mainland to attend meetings with participants and employers. The Employment Specialist Coordinates the gradual and thorough transition of persons served to competitive employment.
- Conducts assessments to find each person's skills, interests, and employment history and career goals. This may include pre-employment assessments, needs assessments to identify barriers
- Assists participants with such matters as job readiness skills, job search strategies, and interview skills. Conducts modules on career development and facilitates job club activities
- Assesses need for assistance from additional support services or systems and makes referrals

Established May 6, 2011

Last Revised January 25, 2022

- Actively creates and maintains relationships with employers in community in order to secure employment opportunities that match participants' interests and abilities using a supported or customized model
- Prepares participants for, and support them during the interview process, if requested
- Liaises with employer to facilitate an effective orientation and employment success
- Assists with onsite training, as needed, in order to facilitate independent competency. Develop strategies to integrate the individual into the workforce, including integration in the workplace team and culture. Provides follow-up to individuals and their employers and, where required, identifies and addresses the need for modifications and/or accommodations at the worksite.
- Provides employers with education and support to become disability-confident employers
- Interacts with caregivers and supports to ensure continuity of job placement
- Provides established workers with information on maintaining a job or moving within an organization, dealing with job dissatisfaction or making a mid-career change
- Collects labour market information for individuals regarding job openings, entry and skill requirements and other occupational information
- Provides consulting services to community groups and agencies, businesses and industry, and other organizations regarding the economic inclusion of persons with disability
- Ensures service standards to persons served reflect funding, organizational, and legal expectations.
- Ensures that vocational plans are developed, implemented, and evaluated in conjunction with the individual being supported, their family and advocates, professionals, and that ongoing documentation is maintained
- Promotes cooperation and communication between individuals being supported, families, advocates, volunteers, community agencies, vocational placements, and professional support staff
- Ensures that individuals are actively and respectfully included in all aspects of their transition to employment
- Ensures that preventative safety measures are practiced on an ongoing basis.
- Participates in all aspects of the Health and Safety Program including safety and emergency procedures, in order to provide a safe work environment. Reports all concerns to the Employment Services Manager
- Advocates for people's desires and choices
- Supports participants to obtain and maintain paid employment
- Acts as liaison with the community and promotes community involvement.
- Ensures that program standards and guidelines are maintained
- Identifies and organizes information sessions for applicable caregivers, as required
- Attends internal or external committee meetings, as requested by the organization.
- Attends Information and Career Fairs to promote the program in the community.
- Performs other related duties as required

ADDITIONAL INFORMATION

This position requires work in an environment that requires creativity, out of the box thinking and the ability to work both independently and effectively as part of a team. Accurately maintaining participant information and creating reports using various office related programs such as Micro-soft Access, Excel and Word requires good administrative and computer skills. Flexibility to work during weekends in order to support individuals in their employment is required.

Classification and Grid Level

Unique Job – 695 points

JJEP Wage Grid Level 14