



## **Employment Specialist Position Description**

Work-life balance. Flexible schedule. Caring, supportive supervisors. Rewarding work. If these are all aspects you crave for your next employment opportunity, see what Reach for Resources has to offer.

### **Job Summary**

The key goal of this position is to provide Employment Services on behalf of Reach For Resources, Inc. It is expected that Employment Specialists at Reach will work with each person, the person's family, and the person's team to develop, put into practice, and periodically evaluate a community employment plan for each person. It is also expected that Employment Specialists at Reach for Resources will represent the agency in a courteous and professional manner in all phases of the position.

### **Essential Duties and Responsibilities**

#### **1. Individuals Served**

- To put into practice Reach Community Living services and philosophy, aid in self-awareness and in decision making for those assigned to work with. Also of critical importance is the development of a trusting, supportive relationship with the person and their family.
- To evaluate each person's skills and needs using the Reach vocational skills assessment, Coordinated Service Support Plan Addendum, Self-Management Assessment, and Individual Abuse and Prevention Plan.
- Develop a program goal plan, with each person and their team input, which addresses mutually agreed upon need areas.
- Put into action the program plan with technical assistance, resource information, and listening and helping skills.
- Develop pleasant and respectful working relationships with parents, county social workers, contracted case managers, and other team members to encourage their participation in the person's program plan. Staff may also need to clarify with family or others what type of role or interaction may be most helpful in working with each person and/or family.
- Schedule regular appointments with the each person and adhere to the schedule.
- To consult with agency Directors of Counseling and Recreation, other providers and other community resources in helping the person establish a social/recreational network.
- To carry out all quarterly, semi-annual, and annual program planning and be responsible for typing all quarterly, semi-annual, and annual reports. Staff will also be expected to make sure that all team members receive copies of the reports in a timely fashion.

#### **2. General**

- Inspect and maintain files to make sure they are up-to-date and contain all required materials (e.g., skill assessment, CSSP Addendum, SMA, IAPP, annuals, quarterlies, psychological test results, releases of information, contact sheets, etc.). All staff are expected to file their own documents.
- To submit contact sheets and time sheets to the office in a timely manner.
- To participate in resource and skill development with the Program Manager of Community Living and to ask for assistance in developing program planning if it is wanted or needed.
- To participate in staff job evaluation with the department director and/or the Executive Director.

- To attend and participate in regular staff meetings.
- Adhere to company policies and procedures at all times
- Represent Reach in a positive, professional manner in speech and dress at all times and conduct all business with the utmost integrity.
- Perform other duties and responsibilities as assigned by management.

## Qualifications

Knowledge customarily acquired through post high school education; experience in the field may be substituted for education.

## Skills & Abilities

- Communication skills, both oral and written
- Organizational skills
- Instructing skills
- The ability to perform within a team framework.
- Must have a valid driver's license, reliable transportation and the ability to transport those served in employee's own vehicle.
- Ability to work independently within a defined set of policies, procedures and guidelines
- Basic computer skills (Microsoft Word and Excel)
- A genuine interest in helping others
- A willingness to share your warm personality and sense of humor

## Additional Information

In addition to salary, Reach for Resources offers excellent employee benefits, such as health and dental insurance for full time employees. This position works out wonderfully for college students and graduate students. Other benefits include:

- Paid vacation/sick time
- 9 paid holidays + 4 personal days annually (for F/T employees)
- Life insurance
- Retirement savings plan
- Flexible schedule
- Mileage reimbursement
- Personable and fun co-workers (if we do say so ourselves)
- Caring, supportive supervisors
- Plenty of chances to wear your jeans and other casual clothes
- A focus on wellness (those who like to may even play games and enjoy meals together during work days occasionally)

Reach for Resources, Inc. is an Equal Opportunity Employer. Reach for Resources, Inc. does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need. [Read about Reach's commitment to diversity.](#)

## To Apply

Submit our online application by clicking the button "Apply Now" on the Employment page on our website, [www.reachforresources.org](http://www.reachforresources.org), where you can also upload your resume, or resume and cover letter as one combined document.