



SOUTHERN TIER INDEPENDENCE CENTER
Job Description

Position: Vocational Services Professional (VSP)

Hours: Part Time – 30 Hours

Hourly Rate: \$15.70

Updated: June 2024

Summary of Position: The Vocational Services Professional will work within the Office for People with Developmental Disabilities) Community Based Pre-Vocational program to support individuals with disabilities as they explore career interests. The role involves providing direct support, and collaborating with community partners to facilitate community experiences. The VSP's role is to support participants as they explore career interests, teach soft skills and conduct assessments periodically to monitor the individual's progress.

Qualifications:

- 1) High School Diploma *or* equivalent OR one year of work experience providing vocational or pre-vocational services to individuals with disabilities
- 2) Valid Driver's License and reliable vehicle.
- 3) Successfully complete Background Checks
- 4) Strong commitment to the independent living philosophy, Person Centered Planning, consumer choice and integration of people with disabilities into all aspects of community life.
- 5) Excellent written and verbal communication and computer skills.
- 6) Effective time management, attention to detail, and organizational skills.

Responsibilities

- 1) Provide person-centered instruction, support, and training with interview preparation, resume writing, and job exploration. Assist individuals with disabilities in developing vocational skills through new experiences, by clarifying employment goals and determining when/if employment services are appropriate.
- 2) Provide education, referrals, and resources to individuals that can assist with accessibility accommodations, benefits, and other programs and services.
- 3) Implement a combination of classroom style instruction and real work experience in community settings to achieve the various objectives including employment skill, self-regulation, personal hygiene, transportation, problem solving, safety, and other topics
- 4) Conduct annual assessments of individual's progress as prescribed by OPWDD and periodic assessments to determine an individual's progress, provide feedback and make recommendations.
- 5) Provide travel training and transportation throughout a multi-county area including Broome, Chenango and Tioga counties.
- 6) Attend and actively participate in team meetings to discuss individual's progress and coordinate support strategies.
- 7) Maintain prompt, reliable communication with individuals receiving services, supervisor, program coordinators and other team members.
- 8) Develop and maintain professional relationships with local employers and facilitate the development of new work experience opportunities for individuals receiving services to participate in.
- 9) Complete required documentation according to guidelines and regulations. Meet OPWDD and agency standards for all documentation and work accuracy including timely completion of daily/monthly progress notes, assessments, service plans and authorization requests.
- 10) Attend all mandatory agency/departmental trainings, meetings, and advocacy groups.
- 11) Identify and report all suspicions or reports of abuse/incidents to the supervisor and cooperate with investigations.
- 12) Become well versed with the specific regulatory requirements associated with OPWDD including but not limited, Community Based Prevocational and Incident Reporting. Collect and maintain all required statistical and other data and prepare reports within established timeframes
- 13) Other related tasks as required and time permits.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to: gender; gender identity/expression; sexual orientation; disability; age; race; color; creed; national origin; pre-disposing genetic characteristics; military, familial, marital or domestic violence survivor status; pregnancy or pregnancy-related conditions; criminal history; or any other protected class included in applicable local, state or federal laws.