



Southern Tier Independence Center

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Position Title	Employment Specialist	HR USE ONLY	
Date Issued	November 2024	Hour Per Week/ Status	40 hours/week, Full-Time
Date Revised		Hourly Rate	\$17.50/hour
Reports to	Employment Director	FSLA Status	Non-Exempt
Department	Supported Employment	Location	Broome, Tioga, Chenango

Summary

Education and Experience

1. Bachelor's degree in human services or related field, and;
2. A minimum of two years' experience in providing employment-related services to persons who have a disability.

Knowledge, Skills, and Abilities.

1. Strong commitment to the independent living philosophy, Person Centered Planning, consumer choice and integration of people with disabilities into all aspects of community life.
2. Knowledge of the local job market.
3. Ability to effectively interact and work with individuals from diverse cultures and backgrounds.
4. Proficient in the use of all Microsoft Office applications (Excel, Word, Power Point).
5. Ability to communicate effectively, both verbally and in writing.
6. Demonstrate professional work habits including dependability, time management, independence, and responsibility.
7. Knowledge of ethical and professional responsibilities and boundaries.
8. Excellent attention to detail and organizational skills.
9. Ability to multi-task and work effectively in both a team and individual setting.
10. Capacity to work in various settings, including home visits and community-based locations.
11. Valid Driver's License and reliable vehicle.
12. Ability to present before both large and small employers and groups of professionals.

Essential Job Functions

1. Assist people to find jobs that are interesting and meaningful to them and at the skill level they desire; and successfully retain employment.
2. Provide job development, placement, coaching and other related supported employment services to people with diverse disabilities using a person-centered approach.
3. Provides people with: education and support in exploring and accessing community employment, assistive technology and equipment, accessibility accommodations, communication/interpersonal skills and socialization with coworkers, transportation, benefits advisement, health and wellness, safety skills and vocational adjustment. Including information referrals to other programs/services, as needed.
4. Develop and cultivate long term relationships with area employers and creatively work together to create opportunities for successful employment for people supported. Includes presentations, and education on the benefits of hiring people with disabilities. Use extensive networking to identify potential job leads.

5. Maintain regular contact with a person's employers, supervisors, and co-workers to build appropriate relations for successful employment. Provide short-term intensive and long-term follow-up services to employers and individuals receiving support.
6. Complete required documentation according to guidelines and regulations. This includes but is not limited to, daily documentation, monthly summaries, and information specific to each funding source addressing a person's progress toward employment goals.
7. Manage and track daily service delivery hours to maximize supports to people and agency billing.
8. Communicates regularly with the person's team, including their Care Manager and/or Vocational Rehabilitation Counselor, if applicable; attend Life Plan meetings regularly for people on their caseload.
9. Become well versed with the specific regulatory requirements associated with Community Based Prevocational, Supported Employment (SEMP), Employment Training Program (ETP), Adult Career & Continuing Ed Services-Vocational Rehabilitation (ACCES-VR), and other employment programs.
10. Continuously works with the SEMP Director to uphold ethical standards, and program/agency policies and procedures.
11. Comply with all STIC policies and procedures, as well as applicable state and federal laws and regulations.
12. Collect and maintain all required statistical and other data and prepare reports within established timeframes.
13. Attend all mandatory agency and departmental trainings, meetings, and sign language class and advocacy groups and adhere to the professional training requirements as set forth by OPWDD and ACCES-VR annually.
14. Alert the SEMP Director to problems that may occur; including reporting incidents in a timely manner as required.
15. Other duties as assigned by SEMP Director within the objectives and position description of the department.

Physical Requirements/Working Conditions

1. Ability to sit/stand throughout day to accomplish job.
2. Ability to reach above shoulder level.
3. Ability to turn/twist upper body.
4. Ability to enter data, notes, and other documentation into a computer.
5. Must be able to travel throughout covered territories in Upstate NY as needed.
6. Ability to use hand for repetitive action and fine manipulating for the purpose of keyboarding.
7. Extensive travel in our service area of Broome, Tioga and Chenango Counties. Transports people in personal vehicle, as needed.
8. Work a flexible schedule based on program and caseload needs, including nights and weekends and holidays.

Reasonable accommodations may be made to the extent required under applicable law to enable individuals with disabilities to perform the essential functions of this position.

The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, skills, required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the direction of the employer.

I have read and understand the responsibilities outlined in this job description.

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.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____