Martha’s Vineyard Community Services, Inc.
Employment Specialist
Job Description

Reports to: Program Director, Disability Services
Program: Disability Services
Classification: Non-Exempt
Department: Island Employment Services
Date: April 01, 2022
Approved: April 01, 2022, Elizabeth Folcarelli, CEO
Next Review Date: March 2023

JOB SUMMARY: The Employment Specialist works with Island Employment Services Team to support consumers in obtaining and maintaining community employment. The Employment Specialist works as a connector between job seekers and community employers to create and support inclusive hiring practices.

ESSENTIAL FUNCTIONS:

1. Performs vocational evaluations of consumers to determine strengths, needs, abilities and preferences.
2. Make referrals to Project Impact for benefits counseling and expertise on how employment may impact his/her current benefit eligibility.
3. Develops job opportunities with local businesses to meet consumers’ strengths, needs, abilities and preferences.
4. Assists consumer with developing a resume, practicing interview skills and completing application package.
5. Assists worker with arranging transportation to and from the job site when necessary.
6. Performs task analysis at the job site and, if necessary, facilitates restructuring of supported worker’s jobs.
7. Reviews employer’s policies, procedures and productivity requirements to establish worksite rules and training procedures.
8. Orients worker to new worksite, job responsibilities, personnel policies, wage scales, benefits and role of the Employment Specialist.
9. Develops short-term goals that worker and the can work on together to promote the development of self-help and self-advocacy skills in the workplace.
10. Provides individual supports to the worker on job site.
11. Performs periodic evaluations of worker performance and develops individualized goal setting plan to aid in achievement of independent employment.
12. Maintains liaison with worksite personnel at all appropriate levels.
13. Provides on-the-job counseling when issues arise.
14. Maintains worker progress records, tracks authorized hours

**Work from Home Statement:**

This position may be considered for a Flexible Work once approved by Program Director, CEO and a Flexible Work Agreement is completed.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Ability to communicate both orally and in writing.
2. Flexibility, patience and creativity.
3. Computer literacy with WORD and EXCEL programs.
4. Must enjoy working with people.
5. Good organizational skills and ability to multi-task.

**QUALIFICATIONS:**

1. High School Diploma or equivalent. Some college preferred.
2. Previous experience working with disabled citizens, preferably in a teaching or training capacity.
3. Previous experience or training in the area of vocational rehabilitation.
4. Valid driver’s license and access to transportation.

This statement contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically requires, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

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Employee Signature and Date

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Supervisor Signature and Date