

### **Impact Description: Employment Specialist**

**Hours:** Full-Time position, Monday – Friday 8am-4:30pm; could vary depending on the job needs of participants.

**Requirements:** HS Diploma or GED. A valid SD Driver’s License, a safe driving record and to be eligible for CCI Insurance. Must pass CCI mediaide training course.

**Physical Activity Requirements:** This position requires sitting for extended periods of time. Employees must be able to engage in heavy lifting, stooping, pushing/pulling items, as well as transferring, moving, and assisting individuals in regular activities, behavioral/safety situations, and in medical emergencies.

**Desired Outcome:** The Employment Specialist plays a crucial role in ensuring people supported are given the opportunity to work in an integrated and competitive employment field. This position requires high accuracy, attention to detail, and excellent communication skills. This person will demonstrate the ability to listen, generate creative ideas, and a willingness to explore opportunities within the local community.

**Daily Impact Activities:** The Employment Specialist has 6 essential functions:

1. Assist participants in identifying and developing skills to prepare them for an employment opportunity.
2. Assisting people supported with finding the job of their choice. This includes interviewing individuals who are seeking employment to find the best position to meet their needs.
  - a. When employment is achieved, the ES will act as a liasion to ensure effective communication between employer and person supported.
  - b. Assisting individuals with learning, maintaining, and improving their job position.
  - c. Encourage independent working as much as possible, facilitating the reduction of job coaching as able.
3. Be an active member of participants' teams to help the person develop and implement plans reflecting their hopes, dreams, and desires.
4. Act as a primary contact for facilitating vocational rehab services.
5. Maintain documentation of all participants working, ensuring that quality services are being provided to all individuals.
6. Billing various state agencies (voc rehab, soc services, etc) for our services provided.

The above Impact Description is meant to describe the general nature of the work being performed; it is not intended to be an exhaustive list of all responsibilities. I understand that other duties may be assigned as needed.

I have read and understand the above Impact Description. I will fulfill the duties with / without accommodations.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date