



JOB DESCRIPTION

JOB TITLE: Employment Advisor
JOB CLASSIFICATION: Part-time, Variable hours; PRN
REPORTS TO: Director of Employment Support Services
JOB PURPOSE: Provide on-site support for employed consumers at the place of employment to ensure job learning and retention. Analyze job requirements and environmental conditions of the consumer's workplace to develop a person's employment plan for successful integration to the new job, to include instruction in work skills and social skills. Provide assessment and instruction in the use of various teaching techniques, compensatory strategies and knowledgeable in ADA standards to determine appropriate training and job accommodations at the work site.

JOB RESPONSIBILITIES:

1. Perform thorough functional assessment evaluations as needed.
2. Conduct environmental and ergonomic evaluations of the employed consumer's work site regarding safety issues, ADA standards and job carving needs.
3. Accompany newly employed consumers to their work site for job orientation.
4. Teach consumers how to utilize public transportation.
5. Provide consumers with orientation and instruction at their work site.
6. Train consumers at their work site in appropriate work behaviors.
7. Train consumers at their work site in appropriate social skills.
8. Develop and implement positive behavioral supports.
9. Conduct job analysis at assessment and employment sites.
10. Assist with compensation training at consumer's work site and incorporation of strategies as needed (i.e. task analysis, pictorial tools) to assist consumer with learning and retention of required job tasks.
11. Recommend and coordinate adaptive equipment and technology needed for each consumer and/or their work site to ensure the consumer can be efficient in his/her job.
12. Assist in the development of Individual Support Plans for consumers and assure implementation is in conjunction with appropriate staff and or employment personnel.
13. Provide mediation between the consumer and his/her employer and co-workers.
14. Provide education at consumer's work site regarding head injury and other disabilities when appropriate.
15. Refer consumers to appropriate community resources when applicable.
16. Assist with monitoring consumer progress at the work site on a monthly basis to ensure job retention, once site support has faded.
17. When available, use Vocational Evaluation Report and other resources for development of support plan.
18. Communicate with Vocational Evaluation staff for additional information and understanding with each client's individual support needs.
19. Complete all required paperwork and documentation.

20. Assure compliance and maintain standards as outlined by CARF and appropriate federal, state and local regulations.
21. Maintain clean and orderly environment.
22. All other jobs responsibilities as specified by supervisor.
23. Familiarize self with and follows Facility and Department Policies and Procedures.
24. Follow all personnel policies.

JOB SPECIFICATIONS:

EDUCATION/EXPERIENCE: High School Diploma or GED required. Work experience with head injury population or social service background preferred. Must have excellent interpersonal communication skills, strong organization skills and the ability to be very flexible. Good writing and basic computer skills preferred. CPR & First Aid training required.

MISCELLANEOUS: This position is community based, so a reliable vehicle and valid auto insurance is required. Must have the availability to work days, evenings, nights and weekends.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the employee in this job classification. Employees may be requested to perform job related duties other than those specifically presented in the job description.

Employee

Supervisor

Date

Originated by: Debbie Boyd
Revised by: Loretta Schoemehl
Approved by: Donna Gunning
Revised: 7/11
Reviewed: 5/15, 11/15