

EAI EMPLOYMENT RESOURCES, INC.

JOB DESCRIPTION

JOB TITLE: EMPLOYMENT SPECIALIST/JOB COACH

STATUS: FULL TIME
EXEMPT: NO
REPORTS TO: PROGRAM MANAGER

Summary: Provides training and assistance to participants in a variety of settings. Assists the participants in basic skills required to secure and overcome barriers to employment

Essential Duties and Responsibilities include the following: Other duties may be assigned.

Becomes familiar and learns the specific job tasks as performed at the worksite, provides training in job preparation, work habits and job retention techniques.

Provides training and assistance to adults with intellectual disabilities and mental illness in a variety of work settings.

Assists participants in basic skills required to secure and overcome barriers to employment.

Assists with the planning, implementation and performance of vocationally oriented activities for adults with intellectual disabilities and mental illness.

Accompanies adults into the community for training in independent living, community skills, social skills and life skills.

Ability to relate in a warm, compassionate, creative, organized, energetic, and professional manner to engage participation from persons with multiple needs.

Ability to communicate verbally and in writing in a professional manner to convey observations to other staff members, customers and stakeholders.

Ability to support persons with challenging behaviors, involved medical conditions or in need of medication management.

Ability to perform housekeeping and janitorial duties to keep the work environment clean and safe including upkeep and maintenance of all company property and vehicles.

Provides written documentation between all persons involved in participant's employment.

Provides written documentation of participant performance on a routine basis.

Attends work related meetings (such as orientation) with participant as needed.

Assists in the provision of reasonable accommodations as needed.

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Retrains participants as needed, either to enhance familiar skills or learn new responsibilities.

Responds to emergencies as they relate to participant issues.

Monitors and assists participants in the areas of toileting and feeding as needed.

Must demonstrate good communication skills transferable to diverse populations.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Provide cell phone coverage as needed during work hours.

Attend work related meetings as assigned.

Must be organized and flexible.

Must have a reliable, registered, insured vehicle and a valid driver's license. This vehicle must be available during work hours.

Must appropriately follow the company dress code.

All other duties as assigned by supervisor.

UPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION AND/OR EXPERIENCE: High School Diploma or GED is required and completion of a two year degree in Vocational Rehabilitation or a related Mental Health field is preferred.

Must demonstrate knowledge, skills and abilities gained through at least one year of experience performing tasks similar to those assigned to the position and specific experience working with adults with intellectual disabilities or mental illness is preferred.

Applicant must be familiar with standard concepts, practices and procedures within the field of mental health, vocational rehabilitation or other related human services field.

Basic knowledge of PC's and work processing software along with proficient typing skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must be able to complete and pass State of Michigan Department of Community Health Direct Care Worker training if they have not already obtained this certification.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

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While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, use hands and fingers, handle or feel objects, tools or controls and reach with hands or arms. The employee is occasionally required to sit, climb or balance, stoop, bend, twist, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative to those an employee encounters while performing the essential function of this job.

While performing the duties of this position, the employee frequently works near moving mechanical parts and in outside weather conditions, fumes or airborne particles and extreme heat.

The employee travels by automobile and is exposed to changing weather conditions.

The noise level in this work environment is moderate.

COMMENTS: This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.