

## **THE FARMER'S HOUSE JOB DESCRIPTION**

### **Employment Specialist**

#### **Classification**

Non-Exempt

#### **Reports to**

Director of Employment Services & Social Enterprises

#### **Date**

January 24, 2019

#### **Summary/Objective**

The Employment Specialist provides community based Employment Services to individuals to assist them in preparing for successful competitive employment. Provides specific hard and soft skill training based on interest inventories, observations and team input. Makes informed decisions based on ongoing documentation.

#### **Essential Functions**

- At the beginning of each day check on the progress and special situations of each individual through staff and participant communication and observation. Be aware of programming and activity needs and preferences for each individual person we support.
- Write daily documentation using Therap.
- Assist with staffing coverage for support of individuals as requested and/or needed.
- Promote person-centered community integrated vocational activities.
- Gives support to participants in making informed choices, growing in self-esteem and personal dignity, achieving community integration and participation, and acquiring skills for employment and/or service giving assistance only when needed.
- Consistently support individuals in attaining their PCP goals.
- Assists in preparing persons for successful employment and retention (interview skills, developing resume/master application), identifying individual needs and skills.
- Explores and locates new employers for potential consumer placements, including cold calls to identified job leads, establishing positive community relationships and authentic vocational tasks and activities.
- Provides on-site job analysis, consultation, and recommendations for work site and job modifications when appropriate.
- Follow all Farmer's House policies and procedures per the employee handbooks provided by Lever 1 and The Farmer's House and CARF guidelines.

#### **Competencies**

- Communication Proficiency, both oral and written.
- Organizational Skills.
- Ethical Conduct.
- Computer skills to include Google, Microsoft Office programs including Excel and Word.

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment**

Office/home environment with noises from those we support, appliances, and telephones. Natural environmental conditions in a farm, market, and commercial kitchen setting. May be exposed to bloodborne pathogens and/or infectious diseases.

**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 this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must occasionally lift and/or move items over 40 pounds and be required to push/pull large containers or bags short distances. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Position Type/Expected Hours of Work**

This is a full time position (30 hours or more). Occasional evening and weekend work may be required as job duties demand.

**Travel**

The Employment Specialist will be required to travel between all locations and job sites.

**Required Education and Experience**

- High school diploma or GED.

**Preferred Education and Experience**

- Bachelor's degree in business or social services.
- 1-3 years of employment services experience.

**Additional Eligibility Qualifications**

- None.

**Work Authorization**

- All employees will complete I-9 Employment Eligibility Verification.

**Background Checks and Licensing Requirements**

- Background check which includes fingerprinting.

- Valid and current Driver's License and insurance for personal vehicle.
- Level 1 Medication Administration Certification.
- Tuberculosis test
- Education verification.
- Reference check.

**AAP/EEO Statement**

The Farmer's House is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. The Farmer's House prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. The Farmer's House conforms to the spirit as well as to the letter of all applicable laws and regulations.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, certifications and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management:

Manager\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_