

MAGIC VALLEY REHABILITATION SERVICES, INC.
Job Description

TITLE: Employment Services Specialist (Part-Time/21-32 hours/week)	SALARY RANGE: \$8.75 to \$13.67 (starting wage DOE)
DIVISION: Rehabilitation	COORDINATOR: Director, Rehabilitation Division
COORDINATOR DUTIES: None	

JOB SUMMARY: to provide vocational services (Job Development, Job Training, Job Maintenance) to people with disabilities, meeting the expectations of participants, sponsoring agency counselors and support persons. Schedule will vary from 6am-6pm, Monday through Friday, dependent on participant need.

PERFORMANCE REQUIREMENTS: This position requires proven self-directive, time management skill and flexibility in scheduling. The individual must be able to manage a caseload of 10-15 participants in a wide variety of community employment settings, working cooperatively with industry, state and private agency personnel. Effective written and verbal communication skills are essential. Knowledge of and experience with behavioral modification technique are preferred.

QUALIFICATIONS: A high school diploma and 6 years of experience or training in industry such as: education, industrial arts, occupational therapy, psychology and social science courses.

OR An undergraduate degree in a behavioral science with two years of experience in education, industrial arts, occupational therapy, rehabilitation counseling, psychology, and the social science courses.

RESPONSIBILITIES:

1. Contact local businesses and industries to identify potential job opportunities that could provide training and employment for program participants.
2. Conduct on-site job analysis and train program participants relative to proper techniques to perform the essential tasks and assignments at community work sites.
3. Develop and implement proper behavior modification techniques and programs to teach participants acceptable work habits, work attitudes and personal-social behavior at the work site.
4. Act as liaison with the supervisor/manager and co-workers at the job site to facilitate communication and integration strategies on behalf of the program participant.
5. Through documentation and personal contacts provide accurate and timely information to sponsoring agencies regarding the progress and difficulties experienced by participants at their place of employment.
6. Provide consultation and recommend appropriate job modifications; assist employers to identify, modify and/or eliminate architectural, procedural and/or attitudinal barriers and conditions to the employment of persons with disabilities.
7. Acquire the skills associated with TQM/CQI and applies them.
8. Participate on formal and informal teams, assisting with problem solving and improving work procedures.
9. Involve the customer whenever possible and takes steps to meet or exceed customer expectations.
10. Performs other reasonably related duties as assigned.

I have read this job description and understand its contents and requirements and agree to perform according to its duties and standards.

Employee

Date

Last Reviewed: 6/29/16

ESSENTIAL FUNCTIONS
EMPLOYMENT SERVICES SPECIALIST

Please indicate, using the following codes, which factors and frequency are required for this position.
O = Occasional (0-33%) F = Frequent (34-66%) C - Continuous (67-100%)

Work Area	Environmental Factors	Functional Factors
<input type="radio"/> Office	<input type="radio"/> Excessive Heat (>80° F)	<input type="radio"/> Prompt and Regular Attendance
<input type="radio"/> Shop	<input type="radio"/> Excessive Cold (<32°F)	<input type="radio"/> Sitting
<input type="radio"/> Outdoors	<input type="radio"/> Excessive Humidity (>50°F)	<input type="radio"/> Standing
<input type="radio"/> Other		<input type="radio"/> Walking (Wheelchair acceptable)
	<input type="radio"/> Hands in Water	<input type="radio"/> Running
<input type="radio"/> Work Alone	<input type="radio"/> Hands in Solvents	<input type="radio"/> Kneeling
<input type="radio"/> Confined Spaces	<input type="radio"/> Hazardous Substances	<input type="radio"/> Crawling
<input type="radio"/> Around Machinery		<input type="radio"/> Climbing (Legs Only)
<input type="radio"/> Around Moving Parts	<input type="radio"/> Respiratory Protection	<input type="radio"/> Climbing (Hands & Legs)
<input type="radio"/> Computer Usage	<input type="radio"/> Negative Pressure	<input type="radio"/> Reaching Above Shoulders
	<input type="radio"/> Face Mask	<input type="radio"/> Bending/Twisting
<input type="radio"/> Below Ground		<input type="radio"/> Straight Pulling
<input type="radio"/> Above Ground Heights	<input type="radio"/> Clothing	<input type="radio"/> Pulling Hand-Over-Hand
	<input type="radio"/> Safety Glasses	<input type="radio"/> Pushing
Physical Exposures	<input type="radio"/> Encapsulated	<input type="radio"/> Repetitive Motion
<input type="radio"/> Constant Noise	<input type="radio"/> Disposable	
<input type="radio"/> Intermittent Noise	<input type="radio"/> Impermeable Gloves	<input type="radio"/> Lifting/Carrying >75 lbs.
<input type="radio"/> Ultraviolet Energy	<input type="radio"/> Other	<input type="radio"/> Lifting/Carrying 51-75 lbs.
<input type="radio"/> Microwave/Radio Frequency		<input type="radio"/> Lifting/Carrying 25-50 lbs.
<input type="radio"/> Whole Body Vibration	Chemical Exposures	<input type="radio"/> Lifting/Carrying <25 lbs.
<input type="radio"/> Hand/Arm Vibration	<input type="radio"/> Non-chlorinated Solvents	<input type="radio"/> Fine Finger Movement
<input type="radio"/> Low Lighting	<input type="radio"/> Chlorinated Solvents	<input type="radio"/> Both Hands Required
<input type="radio"/> Bloodborne Pathogens	<input type="radio"/> Corrosives (Acids & Caustics)	<input type="radio"/> Both Legs Required
	Corrosive/Irritant Gasses (C12, HF, Nox.03)	<input type="radio"/> Operating Heavy Equipment
		<input type="radio"/>
Dust/Fumes Exposure	Other Gasses:	<input type="radio"/> Operating Motor Vehicles
<input type="radio"/> Wood Dust	<input type="radio"/> Pesticides	<input type="radio"/> Operating Machinery
<input type="radio"/> Metal Dust	<input type="radio"/> Paints	
<input type="radio"/> Metal Fume	<input type="radio"/> Oils, Tar, Coke & Pitch	Special Visual Requirements:
<input type="radio"/> Silica	<input type="radio"/> Other:	
<input type="radio"/> Asbestos		Special Hearing Requirements:
<input type="radio"/> Smoke		
<input type="radio"/> Other: Please Specify	<input type="radio"/> Carcinogens:	Mental Factors
		<input type="radio"/> Rapid Mental & Muscular Coord.
		<input type="radio"/> Short-Term Memory
		<input type="radio"/> Long-Term Memory
		<input type="radio"/> Abstract Thinking
		<input type="radio"/> Excessive Stress

Qualifications

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High School Diploma
- GED
- A.A.
- B.A./B.S. from 4-year college or university
- M.S. from 4-year college or university
- 1-2 years related experience
- 3-5 years related experience
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- Combination of education and experience

English Language Skills

- Speak
- Read
- Write
- Ability to respond to inquiries/complaints/regulatory agencies/members of business community
- Ability to write grants
- Ability to effectively present information to management/public groups and/or boards of directors
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Mathematical Skills

- Ability to work with mathematical concepts, (i.e., probability and statistical inference)
- Ability to apply concepts of fractions, percents, ratios and proportions to practical solutions
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- Ability to understand general ledger
- Ability to apply basic accounting principles
- Ability to develop budgets and proposals

Reasoning Ability

- Ability to define problems, collect data, establish facts and draw conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
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Certificates, Licenses and Registrations

- CPR/First Aid
- Valid Idaho State Driver's License
- CPA
- Automobile Insurance

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reviewed 6/24/14