

**MAGIC VALLEY REHABILITATION SERVICES, INC.**  
**Job Description**

**TITLE: Employment Services Specialist**  
DIVISION: Rehabilitation  
COORDINATOR DUTIES: None

STARTING WAGE: \$10.00-\$11.00/HOUR DOE  
COORDINATOR: Director, Rehabilitation Division

**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.

**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:** High school diploma(or equivalent), 2 years training or industry experience in disability related services. Associate's degree in a human/social services field and/or prior supervisory experience and stable work history will be considered in lue of 2 years training or industry experience.

**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: 5/3/2017

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

### Mathematical Skills

- Ability to work with mathematical concepts, (i.e., probability and statistical inference)
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- Ability to apply concepts of fractions, percents, ratios and proportions to practical solutions
- 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 5/3/2017