

MAGIC VALLEY REHABILITATION SERVICES, INC.  
JOB DESCRIPTION

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

Starting Wage: \$10-11/hour DOE  
COORDINATOR:  
Director, Community Vocational  
Services

**JOB SUMMARY:** Provides job maintenance and other vocational services to people with disabilities, meeting the expectations of participants, sponsoring agency counselors and support persons. Teaches broad range of living skills to people with developmental disabilities under the direction of a Developmental Specialist.

**PERFORMANCE REQUIREMENTS:** This position requires self-direction and time management skills, and flexibility in scheduling. The individual must be able to manage a caseload of 8-10 participants in a wide variety of community employment settings, working cooperatively with businesses and employees, and state and private agency personnel. Effective written and verbal communication skills are essential. Knowledge of and experience with behavioral modification techniques are preferred. Must clearly communicate simple concepts to consumers as directed in a service plan, accurately record time and data information, and regularly communicate progress information to the Director of Community Vocational Services.

**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 stable work history will be considered in lieu of 2 years training or industry experience.

**RESPONSIBILITIES:**

1. Develop and implement effective behavior modification techniques and programs in teaching participants acceptable work habits, work attitudes and personal-social behavior at the work site.
2. Act as liaison with the supervisor/manager and coworkers at the job site to facilitate communication and integration strategies on behalf of the program participant.
3. 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.
4. Provide consultation and recommend appropriate job modifications; assists employers to identify, modify and/or eliminate architectural, procedural and/or attitudinal barriers and conditions to the employment of persons with disabilities.
5. Provides individual and/or group therapy to program participants. Also may provide Adult Day Health services to participants.
6. Completes and submits time and progress data thoroughly, accurately and timely.
7. Provides transportation for clients as needed.
8. Communicates progress and needs of consumers who are employed to the Director of Community Vocational Services.
9. Communicates consumer progress and needs to the Director of Community Vocational Services.
10. Works independently as needed.
11. Acquire the skills associated with TQM/CQI and apply them.
12. Participate on formal and informal teams, assisting with problem solving and improving work procedures.
13. Involve the customer whenever possible and takes steps to meet or exceed customer expectations.
14. 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