

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

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

**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.

**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.

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Employee

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Date

Last Reviewed: 6/29/16