

North Shore ARC, Inc.
JOB DESCRIPTION

Title: Community Placement Specialist

Division: Heritage Industries

Supervised by: Program Director

Supervises: N/A

Description/Responsibility: Obtain appropriate jobs for individuals, whenever possible, in their own community by: contacting employers to develop job leads and introducing Heritage Industries Community Employment Placement Opportunity Services; performing job analysis and conducting job matching process and coordinating placement into companies which meet individuals needs.

Duties:

A. Marketing

- Contact employers to develop job leads and introduce Heritage Industries Community Employment Opportunity Support.
- Perform job analysis and conduct a job matching process.
- Obtain appropriate jobs for individuals whenever possible in their own community.
- Coordinate placement into companies to meet individuals, co-workers, and employer needs.
- Develop natural supports in the work place. Develop a process of fading support and supervision from the Placement Specialist to the employer.

B. Training and Support

- Attend regular meetings with DMR to guarantee coordinated efforts on behalf of the individuals.
- Conduct on site vocational assessments of individuals.
- Complete and utilize task analysis forms.
- Collect behavioral and anecdotal data on individuals.
- Interpret training and behavioral data and use to develop or modify training plans.
- Develop vocational goals and training objectives.
- Ensure that the individual receives skill and behavioral training.
- Provide training and support to the employer to ensure normalization, skill acquisition and job retention.
- Adapt or modify work stations when necessary.
- Be aware of financial supports available to employees and individuals and submit necessary documentation i.e,PASS, IRWE, TJTC, Subminimum wage certificates.
- Relate to individuals in a manner which maximizes human dignity, community integration and opportunities for self direction.
- Assist individuals in performing independent living skills.
- Attend all mandatory in-services.

B. Counseling and Support

- Assess each individuals vocational interests, abilities and needs.
- Provide job seeking skills training.
- Provide work related counseling on and off the job.
- Engage significant others to ensure the individuals success as a worker.
- Provide on going support and education to the employer and the individual to maintain placement after the

training period is completed.

- Function as part of a team with referring and supporting agencies.

D. Report Writing (documentation)

- Maintain up to date individuals files, including progress notes and monthly reports.
- Complete incident, accident and other reports in a timely manner as requires by the NSARC and the referring agency.

E. Transportation

- Explore accessibility of public transportation, car pooling within the work place and other alternatives.
- Provide transportation training when necessary.
- Transport individuals in own car to and from work and community activities when no other options are available.

F. Other

- Participate in at least one agency committee.
- Staff on temporary work assignments are expected to adhere to the specific site requirements.
- Monitor lunch, break, individual arrivals and departures.
- Communicate medical and health matters to the Program Director.
- Appropriately manage individuals' funds at Heritage and obtain receipts for purchases.
- Maintain well structured, orderly and clean training environments.
- a) Participate in designing assigned space
- b) Participate in routine materials and equipment inventory.

Safety

- Maintain a safe work enviroment as determined by NSARC policies,
- Follow Universal Precautions at all times.
- Wear protective equipment (i.e. gloves, back belts, masks, eyewear, etc.) as necessary.

***Note:** This Job Description in not intended to be all-inclusive, but does include all essential job functions. Additional job duties may be assigned as necessary. Every job requires the ability to demonstrate applied principles of behavior modification including but not limited to Proactive Alternative for Change (PAC)*

It is the expectation that all North Shore Arc employees maintain standards of job performances that are consistent with the ethics and commitments of a professional. (See Code of Conduct)

Works Closely With: Individuals; Program Director

Requirements: B.A., B.S., in psychology or related field and 1-2 years experience working with the developmentally disable. Must have valid drivers license and proof of good driving record. Knowledge of American Sign Language helpful

UFR job classification: 135

Overtime status: Non-Exempt

Approved by:

Date: 1/05