

I. POSITION TITLE

EMPLOYMENT CONSULTANT

II. PURPOSE OF POSITION

Provide program orientation, employment, and job club workshops to clients referred by the Washington State Division of Vocational Rehabilitation (DVR). Develop presentations, track referrals, and assist with the implementation of employment services programs at the Wenatchee Office. Provide job coaching services to individuals with disabilities receiving retention and community based assessment services. Provide 1:1 and small group pre-vocational services to individuals with disabilities.

Position funded through DVR (a division of the Department of Social and Health Services). The stability of this position depends directly upon individual employee and team performance, goal attainment, and funding.

III. POSITION RESPONSIBILITIES

A. Client Recruitment/Referral/Orientation: Track and manage referrals received from DVR. Schedule and engage clients into orientation. Engage and conduct all group and individual orientations for DVR clients. Provide an overview of Career Path Services and assist with the completion of all required paperwork and other pertinent documents necessary to enroll the client into programs. Schedule clients for plan development with the Career Path Services' Employment Specialist. Enter relevant case notes into the Caseload Management System. Process intake paperwork

B. Employment and Job Club Workshops: Present employment, pre-vocational skills training, and job club workshop curriculum. Assist clients in writing and updating professional resumes and cover letters. Assist clients in the completion of employment applications and conduct mock interviews as needed. Assist Employment Specialist to prepare and deliver job search and job club workshops including preparing documents and workshop materials. Utilize the Career Path Services' Caseload Management System to document client attendance, participation, and progress in these activities.

Communicate materials using a variety of presentation techniques, including verbal, electronic, video and written methods. Adjust presentations to meet the learning styles of participants. Provide a comfortable training environment and create a culture of hospitality and learning. Present appropriately and professionally to keep the audience engaged, motivated and focused. Presentations should lead to demonstrated employment outcomes for participants.

C. Retention Services: Coordinate with the Employment Specialist to conduct site visits on an as-needed basis, and at least monthly, and meet Statement of Work requirements for retention. Provide retraining and job coaching on an as-needed

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basis. Assist participants to remedy problem areas of performance. Mediate employer/employee difficulties, upon request. Provide other services and develop additional resources to ensure longevity of employment in a given job or place of business.

- D. Job Coaching: Train clients on-site using the place-train-maintain job coaching model. Develop an individual training plan for each client through the use of job analysis, task analysis, corporate culture analysis and other employer resources. Provide training to develop clients' ability to meet employer expectations, productivity rates and quality levels. Train clients according to employer health and safety practices. Train co-workers and supervisory personnel on working with individuals with disabilities.
- E. Community Based Assessments (CBA): Coordinate with the Employment Specialist to provide supports, including job coaching to clients participating in Community Based Assessments. Working in conjunction with the Employment Specialist, identify necessary job supports and accommodations for the client. Work collaboratively with the CBA site to develop the client's training, productivity rates, and quality levels. Communicate regularly with the site and work proactively to resolve concerns at the site.
- F. Pre-Vocational Services: Provide pre-vocational services through Independent Living Skills training. These services include brokering resources, assisting clients to obtain stable housing, money management training, bus training, communication skills training, and other services designed to enable the client to overcome and reduce barriers in order to obtain/maintain successful employment.
- G. Paperwork, Reports and Client File Maintenance: Maintain all required electronic and hard copy documentation in a complete, accurate and timely (CAT) manner. Complete and submits all funding source and organizational data required for monthly and quarterly reports. Complete all other organizational paperwork as required. Assist Employment Specialist with file maintenance.
- H. Travel: Overnight travel will be required for this position. This position requires overnight travel for at least two annual staff retreats and may require travel outside of these designated times for training, seminars and/or industry conferences as needed. Travel will be required to the Omak office periodically for staff meetings and/or trainings.
- I. Work well under pressure, meet multiple and conflicting deadlines. Demonstrate cooperative behavior with colleagues, supervisors, and customers at all times.
- J. Other duties as assigned

IV. PHYSICAL REQUIREMENTS

- Typical office work requires the ability to lift, carry, push and pull objects up to 20 pounds. Procurement duties may require lifting 40 pounds occasionally.

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- Job functions require sitting for extended periods, but may involve some amount of standing, stooping, kneeling, bending, lifting, walking, carrying, and reaching.
- Extensive wrist and hand movements required for frequent keyboarding and use of office equipment.
- Ability to perform close work to file, read and use computer required.
- Ability to continuously exchange information through listening and talking with customers, coworkers, representatives of community organizations and other individuals required.
- Ability to be mobile community wide for appropriate business needs required. Must be able to legally operate a motor vehicle or possess an alternative transportation method sufficient to meet the daily transportation requirements of the position.

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

V. EDUCATIONAL REQUIREMENTS AND EMPLOYMENT EXPERIENCE

Required Education: A Bachelor's Degree in: Business Administration, Human Resources, Social Work, Communication, Education, Workforce Development, Psychology, Sociology, or Social Services' related field.

Employment: Minimum of one year of direct experience providing case management or social services to individuals with disabilities is required. Minimum of one year of employment readiness instruction experience or job coaching experience preferred.

VI. TRANSPORTATION AND INSURANCE REQUIREMENTS

Category 1 Position (See Global Policy 3). Daily availability of personal vehicle or alternate method of transportation sufficient to meet the daily transportation requirements of the position is a condition of employment. Copies of driver's license and auto liability insurance coverage of at least \$100,000 per person, \$300,000 per accident and \$100,000 in property damage is required for personnel file at time of hire and annually thereafter.

VII. IMMEDIATE SUPERVISOR

Director of Vocational Rehabilitation

VIII. SALARY

See current salary ranges in Employee Manual.

IX. CLASSIFICATION

Part-time; Hourly

X. PRIORITIZED TRAITS OF POSITION FOR PERFORMANCE EVALUATION

- A. Client Recruitment/Referral/Orientation
- B. Employment and Job Club Workshops
- D. Job Coaching
- F. Community Based Assessments

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G. Pre-Vocational Services

H. Paperwork, Reports and Client File Maintenance

XI. DATE APPROVED

The CEO approved this position description on February 14, 2012.

XII. ACCEPTANCE

I have received a copy of this position description.

Signature

Date