**The Arc of Harrison County Vocational Department**

**Job Title: Customized Employment Specialist**

**(assist individuals with disabilities with finding employment)**

**Contact: Myriah Jenkins, Vocational Programs Director**

**Phone: 304-918-4913**

**Email Resume To: myriahsnider@gmail.com**

**Minimum Requirements for position**: Valid WV driver’s license, High School Diploma or GED, 2 years of experience with person with disabilities having barriers to employment (such as Job Coaching, Job Development), the ability to interact in a professional manner with other agencies, and provide documentation as required by set deadlines.

**Additional Qualifications:**

Excellent in communication skills Proficient in Microsoft Office

Flexibility Enthusiastic

High Energy Positive Minded

Creative Self – Starter

A degree of Assertiveness Likes a Challenge

People Skills

1. **Purpose of Position**: To assist persons with disabilities who have barriers in employment in obtaining and maintaining employment within in the community. This will include referrals from people with disabilities referrals from the Division of Rehabilitation Services (DRS) as well as Department of Health and Human Services, Job Service, self-referrals, and other collaborating agencies.

The primary purpose of this position of The Arc’s Customized Employment Program which shall include but not limited to:

Job Developing, training various staff members assigned to the project: assuring that time sheets and expense sheets are correct and submitted on time, initiating and conducting regular meetings with collaborating agencies and counselors updated on the progress of each participant, conduct monthly follow along for each participant, assuring that participants files are complete, up to date, modifying and developing forms used by the program, assisting in the training of new staff assigned to the program. Customized Employment Specialist are to perform their duties in accordance with The Arc philosophy and mission statement, as well as the guidelines of The Arc agreements with DRS, DHHR, and other collaborating agencies. This is an hourly position under the direct supervision of the Vocational Programs Director.

1. **Duties and Responsibilities:**

* **Duties to Fulfill**: Performs participant and job site evaluations; assists in the development of each individualized plan, job development and creation, help with enrollment process as needed, help participant with job related needs. Job Coaching: perform follow along services. Assist participants with social economic and vocational issues, organize and conduct appropriate learning experiences such as GED preparation, literacy training, family counseling, drug, and alcohol counseling. Other areas of training include but not limited to training in job searching, workplace behaviors, socialization skills, parenting skills, money handling, self-employment opportunities, technical skill development, obtaining a driver’s license if applicable, and assisting with managing Social Security or Social Security Disability to ensure the participant does not lose one or the other. Provide whatever support is needed or wanted to ensure employment success. May provide transportation. Acts as a role model always. Obtains work schedules when appropriate.

1. **Conditions of Work**: Customized Employment Specialist must be able to maintain a flexible work schedule to accommodate the participants work schedule. Physical effort will depend upon the requirements of the participants job. The Customized Employment Specialist must meet documentation deadlines to ensure proper form flow and monthly reports. Minimum travel as needed depending upon the participant and job site requirements. May require out of town travel as needed.