

job



Employment Specialist (FCS Program)

Work with adults with mild to severe disabilities, assisting them in gaining competitive employment and providing follow-up support services (job coaching). May also provide job development and facilitate supported-employment activities.

Provide direct and indirect services to employment program participants.

- Assess participant interests and abilities following referral from the Division of Vocational Rehabilitation (DVR), Division of Developmental Disabilities (DDD), Foundational Community Supports (FCS), or other referral sources.
- Conduct all aspects of job development and placement: work site and employment assessments, work skill building, job analysis and job retention.
- Provide consistent, positive on-going support to participant, employer and others involved in the successful employment of the participant.
- Demonstrate understanding of the unique components of a variety of community-based work settings; assist employed participants in adhering to the dress codes, behavior expectations, etc. of the particular work site where he/she is employed
- Represent PICO to the business community
- Develop and maintain excellent relationships with DVR and DDD counselors and agency managers
- Research local employers and agencies to determine job openings
- Educate potential employers about the advantages of hiring persons with disabilities
- Maintain company record keeping schedules
- Maintain concise records and paperwork; narratives, plans and reports in an accountable and timely manner as required by program policies and procedures
- Maintain an updated file of all employers contacted with names and titles of key hiring personnel
- Maintain safe and healthy, accessible and productive work environment
- Drive frequently to perform a variety of essential job functions such as researching local companies, accompany participant to job site as needed, meet with potential employers, etc.

Therefore, this position requires a personal vehicle, Washington State Drivers License (WSDL) and complete automobile insurance.

- In addition to the above, any other responsibilities appropriate to the position and not specifically listed in this job description or tasks that may be assigned on an as needed basis.
- Current valid Washington State driver's license with acceptable driving record
- Must have reliable, safe, and operative vehicle that will pass agency vehicle safety inspection.
- Excellent communication (oral and written), listening skills, organization and problem-solving skills required.
- Creativity, flexibility, dependability, positive attitude, professional appearance and demeanor are essential.
- Must have a strong commitment to the right and ability of each person with a severe and persistent mental illness to live in normal community residences; work in market jobs; and have access to helpful, adequate, competent, and continuous supports and services.
- Skills and competence to establish supportive trusting relationships with persons with mental illnesses and respect for client rights and personal preferences in treatment are essential.
- Adherence to professional and ethical standards of practice.
- Demonstrated respect for diversity and commitment to developing multicultural competency and sensitivity.