

RAUCH INC.
JOB DESCRIPTION

JOB TITLE: Employment Consultant

DEPARTMENT: Employment & Interpreting Services

SUPERVISOR'S TITLE: Program Manager of Employment Services

POSITIONS SUPERVISED: None

JOB CATEGORY: Direct

JOB STATUS: Full or Part Time/Non-Exempt

GENERAL PURPOSE

To effectively work as a team member of the Employment Services staff to ensure the successful implementation of the Supported Employment and Placement Assistance programs as stated in the Service Outline.

AREAS OF RESPONSIBILITIES:

1. Develops, implements and evaluates Individual Plan goals, objectives and action steps.
2. Provide Job Development for clients on caseload.
3. Provide Job coaching for clients based on each individuals needs.
4. Provide Extended Services to clients.
5. Maintains appropriate documentation.
6. Assist and Participate in the Overall Operation and Planning Functions of the Agency.

RESPONSIBILITIES DEFINED:

1. Develops, implements and evaluates Individual Plan goals, objectives and action steps.
 - a. With the active involvement and consent of the client, families, staff, other professionals and natural supports utilizing person Centered Planning.
 - b. In accordance with Rauch's mission.
 - c. In accordance with CARF, BQIS, Vocational Rehabilitation standards.
 - d. Development of meaningful goals, objectives with action steps utilizing information obtained through planning regarding the individual's strengths, needs, abilities and preferences and timelines.
 - e. Measurable increases each client's "quality of life".
2. Provide Job Development for clients on caseload.

- a. Develop coordinate and maintain effective professional working relationship with clients, families, Vocational Rehabilitation Counselors, Residential Providers, staff, supervisor, employers, and other professional.
 - b. Relevant services and opportunities are accessed and used meaningfully by each client.
 - c. Assess the clients' individual job interests, geographical location, local labor market, desired work schedule, and transportation needs.
 - d. Identify strategies to put in place for barriers to employment.
 - e. Assist the client in facilitation a job match allowing the client gainful employment opportunities,
 - f. Market the client and the program to area employers in the in the clients area of interest.
 - g. Establishes a working relationship with employers.
 - h. Meets the established Employment Services program outcomes.
3. Provide Job Coaching for clients based on each individual's need.
- a. Provides on-site intervention with the client until only 20% intervention is required on the job site.
 - b. Utilizes accepted "best practices" and procedures.
 - c. Knowledgeable of personnel and safety policies, benefits, opportunities for career advancement and prevailing wage at each employment site.
 - d. Encourages the development of natural supports on the job site providing training to coworkers on the job site.
 - e. Designs and implements a plan of fading from the job site.
 - f. Ability to work flex schedule to meet needs of client and employer.
 - g. Meets annually established budget goals defined in personal goals of performance review.
4. Provide ongoing Extended Services to clients.
- a. Maintains monthly contact with clients and employers.
 - b. Provide support and training in areas of need identified by client and employer.
 - c. Monitors quality of client's work at job site.
 - d. Assist clients in monitoring wages and benefits, and advancement opportunities for upward career movement.
 - e. Assist clients in order areas of need identified and in accessing needed resources (Benefits Planning, Representative Payee, transportation training, etc.)
5. Assist and Participate in the Overall Operation and Planning Functions of the Agency.
- a. Work with agency management team and administrative staff in the interface of program operation, goals and objectives with agency mission.
 - b. Participate in agency committees and task forces for the purpose of communication and quality in all aspects of agency functions.
 - c. Adhere to all agency and procedures, safety rules and regulations, staff code of ethics and personnel policies.
6. Demonstrate appropriate health and safety-related behavior:
- a. comply with all applicable health and safety-related rules, regulations, and procedures
 - b. work safely and encourage others to do so
 - c. assist supervisors and mangers in identifying and mitgating potentially hazardous conditions

d. help the organization maintain a healthy and safe work environment

ESSENTIAL JOB FUNCTIONS:

- Travel within Indiana and other states as necessary
- Successfully complete all required trainings at set forth by CARF, BQIS, the agency and all other regulatory agencies which include but are limited to including but not limited to: Employment Specialist Certification, CPR, First Aid, Behavior Management, Human Rights, Individual Support Plans, Seizures, and Medications.
- Must have access to and the ability to operate a motor vehicle.
- Must have the ability to respond empathetically to individuals served.
- Accomplishes all other duties as assigned.
- Attend all mandatory training when requested.
- Maintain google calendar, google docs and time sheet to account for use of time on an hourly basis.

ESSENTIAL PHYSICAL REQUIREMENTS:

(Note: *Occasional* = up to 33% of time; *Frequent* = 34% to 66%; *Constant* = over 66%)

1. Visual motor Skills:	<i>Constant</i>	6. Reaching:	<i>Occasional</i>
2. Manual skills:	<i>Frequent</i>	7. Lifting/Carrying 25-40 lbs.:	<i>Occasional</i>
3. Sitting:	<i>Frequent</i>	8. Climbing steps:	<i>Occasional</i>
4. Walking:	<i>Occasional</i>	9. Standing:	<i>Occasional</i>
5. Bending:	<i>Occasional</i>	10. Local Travel:	<i>Frequent</i>
		11. Long-distance Travel:	<i>Occasional</i>

WORKING CONDITIONS:

1. Indoor Work: *Frequent*; 2) Outdoor Work: *Frequent*; 3) Evening/Weekend Work: *Occasional*;
- 4) Attention to Safety: *Constant*

All employees' will be required to Assist and participate in the Overall Planning Functions of the Agency, which include the following;

Work with departmental team, agency management team and administrative staff in the interface of program mission, operation, goals, and objectives with agency mission.

Participate in agency committees and task forces for the purpose of communication and quality in all aspects of agency functions.

Adhere to all agency and program policies and procedures including standard operating procedures, safety rules and regulations, staff code of ethics and personnel policies.

Qualifications:

KNOWLEDGE AND ABILITIES

Minimum requirements are a high school diploma or GED, 2 years competitive employment, and/or training exposure to related rehabilitation areas preferred. College degree and/or EST certification is preferred. Some sales experience preferred.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

RAUCH, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

Form Revised 08/08/02, 1/05/06, 1/24/06, 09/18/08, 10/08, 6/10, 2/11, 10/15, 1/16, 11/16, 1/17