

**Job Title: Employment Specialist I**

**Reports to:** Director and Program Manager

**Job Overview:** Provides services necessary to assist individuals with disabilities in obtaining and maintaining employment in the community in integrated settings. Works with individuals with disabilities in providing prevocational training, identifying job interests, offering vocational guidance in the selection of jobs and provide evaluation and assessment of work skills and work place supports based upon individual skills and job duties. Offer support to co-workers in training and assisting employees with disabilities in developing job skills and in evaluating performance capabilities of person with disabilities in real work settings.

**Primary Responsibilities:**

* Develop employment opportunities for individuals with disabilities receiving Department of Mental Health employment services through Lettuce Dream while using a wide range of resources and contacts.
* Provide training and support to clients working in the community to facilitate their successful transition into employment utilizing best practices in the field.
* Provide on-going support and case management to program participants including job training, counseling and service coordination in accordance with individual needs.
* Collect data and maintain documentation as required by the Department of Mental Health
* Implement goals based on the intern’s goals and Individual Support Plan (ISP).
* Maintain certification in First Aid, CPR, Positive Behavioral Supports, Blood Borne Pathogens, Employment Service Training and other program trainings. Four hours of continuing education required each year.
* Ensure people exercise their rights and that rights are not restricted.
* Ensure people are treated with dignity and respect.
* Maintain open communication with Program Manager and other Lettuce Dream staff.
* Report any unusual events/behavior in a timely manner in compliance with the Department of Mental Health.
* Support the Lettuce Dream mission, vision and values.
* Maintain confidentiality at all times in accordance with HIPPA.
* Perform other duties as assigned.

**Minimum Job Qualifications:**

* 18 years of age or older
* High school diploma or GED
* Clear background check
* Ability to lift at least 50 pounds and stand, bend, and lift
* Possess good verbal, reading and written communication in English
* Ability to successfully complete and apply required trainings
* Pursuing a major in Human Services, Therapeutic Recreation, Special Education or any field working with people with developmental disabilities.
* Prior experience with individuals with intellectual and developmental disabilities is preferred, but not required.

**Classification/Hours:**

* A Employment Specialist is an at will, part time, employee of Lettuce Dream.
* Typical weekly hours will be between 10-12 hours. Schedule will be dependent upon individual supported. May include weekend and evening hours.