

JOB DESCRIPTION

Revised 1/02

Position: Employment Consultant

Pay Status: Salaried, Exempt

Reports to: Employment Services Coordinator

Supervises: N/A

Organizational Level: Direct Service Staff

Classification: Professional

Location: 1111 SE Federal Highway, Ste 124
Stuart, FL

Distinguishing Characteristics of Work: Employment Consultants are required to assist individuals with various disabilities find and maintain employment in the community. This employment is based on the customer's skills, abilities, wants and needs. The primary responsibility of the Employment consultant is to help the customer integrate into the chosen work site and develop naturally occurring supports that will allow the person to be as independent in the job as possible.

Essential Job Functions:

1. Assess the needs, interests and abilities of the individual consumer and family, when applicable, through analysis of collateral information, observation and interviews.
2. Promote and secure job sites that will match the individual's needs, abilities and interests.
3. Perform job and task analysis for each job, as necessary.
4. Perform an appropriate match between the individual and the job using the above information.
5. Provide systematic training to the individual on the job site when appropriate and requested by the employer.
6. Assist the individual to integrate into the job site.
7. Assist the consumer to develop professional relationships with co-workers and supervisors.
8. Assist co-workers and supervisors to develop an appreciation and understanding of the unique strengths and needs of the consumer.
9. Communicate effectively with consumer, referral source, funding source, family and any other person or organization necessary to facilitate successful employment.
10. In conjunction with the consumer's supervisor, analyze the ongoing performance of the consumer in order to anticipate and/or overcome any barriers to successful continuation of employment.
11. Identify and initiate adaptations or modifications, to ensure job success.
12. Complete paper work in a timely fashion as required by funding, referral, Tri-County TEC and CARF.

13. When applicable, properly prepare individual and employer for transition to long-term support services as required by Tri-County TEC policy and procedure.

Equipment Used:

Equipment used can vary widely depending upon the employment setting. Tri-County TEC equipment may include desk top computers, general office equipment. Use of one's motor vehicle is required to transport self and consumers.

Secondary Job Functions:

- Participate in job related meetings as required by your supervisor.
- Participate in Case Review a minimum of once per year to ensure compliance with CARF and funding sources.

Knowledge, Skills and Abilities Required:

- Good verbal and written communication Skills
- Flexibility to work the hours required by the job.
- Ability to perform job functions independently.
- Good time management and organizational skills.
- Valid Florida driver's that meets the state requirements for the type of vehicle you will be driving.
- Auto insurance that meets at least the minimum requirements of the State of Florida.

Minimum Training, Education and Experience:

- Bachelor's degree in business or social services field.
- Experience may substitute for academic requirements on a year for year basis.

By signing below I acknowledge receipt of this job description and I acknowledge I am able to perform all essential job functions and that I meet the minimum requirements for this position.

Employee Print Name

Employee's Signature

Date