



Position Description

Position Title	Employment Assessment Specialist (formerly Employment Specialist)	FLSA Status	Non-Exempt
Last Revised	2/27/2023	Job Code	
		Pay Grade	

Position Summary

Evaluate individuals with disabilities at community based employment evaluation sites to determine their strengths, skills, interests, work behaviors, abilities, potential work barriers and aptitudes as they relate to work.

Essential Job Functions (Duties, Tasks and Responsibilities)

- Effectively manage all aspects of the assessment process for an assigned caseload of individuals to maximize successful assessment outcomes and ensure an efficient, timely, meaningful and cost-effective evaluation process; achieve 70% of hours paid as billable.
- Establish work/service schedules that meet the needs of the individuals supported, maximize billable hours, and minimize inefficiencies, including minimizing unnecessary or inefficient travel and/or providing unprofitable service units/visit.
- Conduct community based assessments employing a variety of observation techniques in the evaluation of workplace readiness skills, interests, aptitudes, attitudes, knowledge, abilities, endurance, and other work-related behaviors and experiences; identify possible barriers to employment.
- Provide services consistent with the individual’s vocational goals, program plan, and service voucher.
- Maintain an ongoing relationship with each program participant to facilitate successful outcomes.
- Support individuals in Trial Work Experiences by providing opportunities for them to experience a variety of job tasks at a variety of approved community assessment sites, so that an adequate assessment of their work interests and capabilities can be made.
- Collect, interpret, record and synthesize individual assessment information and communicate assessment findings and recommendations to the individual and others as needed; suggest vocational and employment goals to program participants consistent with their strengths, needs and interests; document evaluation methods and assessment outcomes as prescribed by the funding agency.
- Model appropriate professional workplace conduct at all times consistent with the requirements of the worksite, including following dress codes, safety protocols and work rules of the community employer.
- Provide back-up coverage for co-workers on an as needed basis.
- Schedule and facilitate timely planning and outcome meetings to discuss evaluation assessment findings and placement recommendations with program participants, family members as appropriate, referring agency staff, other CEA staff and other stakeholders.
- Effectively communicate and collaborate with other personnel, DVRS counselors, and others to ensure the provision of effective and efficient services.
- Provide information to potential program participants, employers and other interested parties for the purpose of promoting the goals and benefits of supported employment and developing potential community evaluation sites and employment opportunities for individuals.
- Cultivate new relationships as well as maintain existing relationships with regional employers for the purpose of developing assessment sites for individuals.
- Report suspected violations of the company’s code of ethics and Compliance Program, including any violation of law, regulation, or third-party payer program requirement.
- Maintain accurate, timely and complete records, both paper and electronic, in compliance with CEA policies, accreditation and funding agency standards and other related legal requirements.
- Document daily activities, including billable hour notes, within 24 hours of service provision; prepare and submit accurate, complete and timely reports/paperwork as required by the company and referring agency.
- Participate in development and training activities to stay current with best practices in supported employment and vocational assessment, maintain credentials, and comply with funder/company requirements; stay current with legislative and legal developments impacting area of responsibility.
- Participate in ISP, assessment outcome, and other team meetings as needed for the effective assessment of individuals; attend organizational meetings for the purpose of acquiring and/or conveying information relative to job functions.

Working Relationships

- Report to the *Director of Community Evaluation*.



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- Must work professionally with peers, other CEA staff, customers, workers, community employers and other diverse individuals.

Position Competencies (Required Knowledge, Skills and Abilities)

- Establish and maintain cooperative, respectful and supportive working relationships with people of diverse backgrounds, cultures, and perspectives; strong alignment with organizational mission, vision, and values; possess high professional ethics.
- Facilitate change quickly and effectively in response to changing priorities; manage competing demands, unexpected events and time; work well under deadlines; self-directed with an ability to develop and accomplish goals; work remotely.
- Communicate effectively with other company personnel, individuals supported, families, regional employers, funding/regulatory agencies, and others outside the organization; strong communication skills, including listening, written and verbal; maintain confidentiality.
- Strong organizational, planning, and customer service skills.
- Exercise good judgment; facilitate timely decision making; think critically, strategically, and creatively; manage and resolve conflicts and problems effectively; negotiate solutions.
- Strong ability to use computers and software applications used by the company; thorough knowledge of Google Workspace and other relevant company and/or funder software applications, including *SetWorks*.
- Collect, interpret and synthesize data and information; document and record information accurately; prepare accurate and timely reports.
- Knowledge of principles, trends and best practices of supported employment and vocational assessment; commitment to the values of inclusion, person-centered planning and *Employment First*.
- Maintain a professional appearance and provide a positive corporate image to the public.
- Regular, predictable and reliable attendance.

Required Education and/or Experience

- Bachelor's degree in vocational rehabilitation or a related field; two (2) years of related experience, including one (1) year of job coaching workers with disabilities in community employment.
- Employee must be 18 years of age and successfully pass established background checks.

Certifications, Licenses and/or Registrations

- Must have a valid driver's license and meet company driver selection criteria.

Physical Demands (The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.)

- Ability to work for extended periods of time while standing and sitting and be involved in physical activity.
- Walking and turning in the knees, back, wrists and shoulders are routinely required.
- Operating a motor vehicle is frequently required; operate a computer, calculator, and other general office equipment.
- Hand movements such as handling, fingering and grasping are regularly required.
- See, hear and listen with or without correction; speak, read, and write English.
- Stooping, crouching, bending, kneeling, climbing, and reaching are occasionally required.
- Lifting of up to 25# is frequently required; ability to physically guide, support, balance, assist, maneuver and help transfer individuals of varying weights.

Working Environment

- This position works mainly remotely in the community, and the work environment varies based on the individual's assessment site; occasional exposure to moving mechanical parts and equipment, noise, chemicals, odors, heat and outside weather conditions are possible.
- The employee may be required to manage unconventional work schedules, including working extended shifts, 2nd shifts and weekends; work schedule varies from week to week based on the assessment schedules of program participants.
- Position involves travel to and from the evaluation sites of individuals supported and occasionally involves transporting individuals to and from their evaluation sites.



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Disclaimer

This job description is not a contract between you and CEA. This job description is also not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change at any time with or without notice.

Employee

Employee Signature

Date