



# Community options, Inc.

**JOB TITLE:** EMPLOYMENT CONSULTANT

**REPORTS TO:** Program Coordinator

**Hourly Paid Position**

## **ESSENTIAL JOB FUNCTIONS:**

1. Responsible for the delivery of Vocational Services to an assigned caseload of clients.
2. Assume responsibility at the time each client is assigned to him/her by the Program Coordinator
3. Develop a background and interest profile, situational assessment, job matching, job development, placement, training, documentation and coordination of the clients employment with other vocational and residential habilitation programs, both within Community Options, Inc and outside agencies.
4. Utilize various employment models, as assigned or approved, including individual placement, work crew and enclave.
5. Complete a background and interest profile on each assigned client.
6. Arrange for and/or perform situational assessments for each client.
7. Contact and educate prospective employees as to the benefits of participation in a vocational services program.
8. Develop and recommend the best possible match for each assigned client.
9. Secure job placement for each client within the framework of the job matching process.
10. Provide on-site training, support and advocacy for each client; on a full time basis at the time of employment, maintaining support on an on-going, as needed basis.
11. Maintain an on-going documentation of the training process and progress which will include, as a minimum, a monthly report of progress for each client.
12. Participate in the Interdisciplinary Team Process for each client when requested.
13. Must be flexible. Hours and location of worksite may change.
14. Must show up for work when scheduled. Excessive call ins or tardiness is not acceptable.
15. Responsible for filling out own paperwork and time card correctly.

## **REQUIRED QUALIFICATIONS AND SKILLS**

1. Prefer 2 years experience working with Developmentally Disabled.
2. Broad background of work experience.
3. Must be 18 years of age or older.
4. Must possess an Oklahoma Drivers License.
5. Successfully completed all training required by DHS, DDSD and Community Options, Inc. within a specified time frame.
6. Ability to see, hear and speak clearly. Must be able to sit, stand and have the physical flexibility to be able to move about throughout the work day.

7. Must be able to lift a minimum of 50 pounds.
8. Possess patience, tact and cheerful disposition.
9. Ability to handle and assist Individuals at whatever mental and physical level they are currently functioning.
10. Good public relations skills.