



**TITLE:** **ERS JOB DEVELOPMENT/PLACEMENT SPECIALIST**

**DEPARTMENT:** **Employment Related Services**

**JOB DESCRIPTION:**

Ensure a consistent and quality program in accordance with the agency's mission statement, with an emphasis on maintaining the orderly functioning of service through the implementation of current procedures and applicable standards and regulations. Maintain a quality program that promotes person-centered planning and programmatically appropriate practices.

**QUALIFICATIONS AND EXPERIENCE**

1. Requires any combination of training, education, and/or experience equal to a high school diploma or GED (General Equivalency Diploma).
2. Minimum of one-year experience in the field of rehabilitation or two years experience working with individuals with both physical and mental disabilities in an employment setting.
3. Satisfactory work record as determined by the Human Resources Department.
4. Prefer six months demonstrated responsible supervisory experience.
5. Successful completion of Marc Center's training program to the satisfaction of departmental/agency requirements.
6. Substantial experience working with individuals with disabilities.
7. Ability to obtain fingerprint clearance and meet agency personnel requirements.
8. Successfully complete a pre-employment drug screening.
9. Ability to meet Marc Center driver eligibility requirements, as applicable.
10. Manual dexterity to include, but not limited to stooping, bending, lifting, and carrying.
11. Must be able to provide/obtain proof of tetanus immunization.

12. Successfully complete a post-offer skills and abilities examination as defined by a licensed occupational or physical therapist, as required.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Accountable to ERS Behavioral Health Coordinator.
2. Supervise staff as assigned.
3. Advise, consult, and coordinate with the applicable program staff, interdepartmentally and intradepartmentally.

### **ESSENTIAL FUNCTIONS**

Demonstrate excellent oral, written and electronic communication. Ensure the coordination of information and confidentiality of communications within the agency. Coordinate information and contribute to the successful resolution of challenges.

Demonstrate and maintain professional and productive working relationships with all agency departments, staff, individuals receiving services, families utilizing or enquiring about services, funding sources and the community. Demonstrate the ability to read, assimilate and recall with marked proficiency applicable written information. Communicate information to others in a positive, enthusiastic and understandable method. Relay information accurately, promptly and efficiently. Communicate and establish rapport with the employer and workforce at job sites. Troubleshoot and help solve problems between the employer and individuals or between employer and other staff. Ensure the provision of quality services in Employment Related Services. Assist with the valuation results in relation to established goals.

Ensure the maintenance of departmental operations to achieve compliance with applicable accreditation, contract requirements, certification requirements, contract requirements, agency procedures, Federal/State/Local regulations and all other licensing/regulatory agencies as directed. Demonstrate awareness of and adherence to agency policy and procedures to ensure compliance with HIPAA requirements. Assist with marketing and procurement of work sites and business contracts. Assist in the development of a quality time study analysis on all work sites and contracts secured. Develop and implement support plans or job placement plans.

Coordinate the job placement process, including: reviewing appropriateness of referrals, providing job seeking skills instruction, establishing contact and maintaining rapport with employers for job development, and coordinating transportation to job interviews as needed. Maintain employer business and the current labor market. Coordinate job placement services for work stations in industry and competitive and supported employment positions. Maintain responsibility for follow-up of individuals placed into competitive and supported employment. Adhere to the philosophy of normalization and community integration as appropriate for assigned individuals. Facilitate or attend staffings on assigned caseload, presenting information in a professional manner while actively involving individual and other support plan team members.

Make or review recommendations for individual movement into employer based services. Complete all necessary individual and work site analysis pertaining to employer-based services. Perform Marc Center intake and orientation of new individuals as assigned by ERS Program Coordinator. Demonstrate awareness of behavioral health CSA (Community Service Agency) policies and procedures as mandated by the Arizona Office of Behavioral Health Licensure and the Department of Health Services.

Ensure the accurate and timely completion of administrative tasks, including: payroll, attendance, weekly data sheets, monthly summaries, and staffing packets. Attend meetings and actively participate in internal/external committees. Maintain documentation on support plan objectives and job placement services. Act as a liaison between Marc Center and Vocational Rehabilitation personnel. Assist with Rehabilitation Services Administration monthly billings.

Ensure that agency procedures, licensing, monitoring, certification, regulatory and accreditation standards related to health and safety are maintained. Observe for and immediately respond to any reported health and safety concerns or violations. Complete, process and report incident/accident reports accurately and within timelines established in Marc Center procedures and in federal, state and local regulations. Be aware of individual's physical restrictions and medical concerns. Ensure that regular inspections of hazardous chemicals are conducted in order to ensure the appropriate labeling of chemical containers.

Obtain maximum performance of assigned staff by clearly defining duties, establishing performance standards, recommending competitive salary structure, motivating enhanced effectiveness and leading by example. Complete assigned duties relating to staff in the areas of: hiring, supervision, evaluation, discipline and termination. Supervise staff and complete performance evaluations, provide training and guidance to ERS staff, and ensure staff is providing on-going programming to individuals served. Monitor staff documentation of support plan objectives and completion of all reports. May substitute for ERS positions during vacations, absences, or when assigned.

Have knowledge of modern principles, methods and techniques of administration and program planning. Demonstrate ability to develop and revise departmental systems. Demonstrate ability to utilize crisis management procedures. Demonstrate superior marketing skills. Demonstrate current knowledge of ADA (Americans with Disabilities Act) requirements.

Demonstrate excellent work habits to include, but not limited to the following: time management, initiative, organizational skills, attendance and punctuality, completion of work assignments, role modeling, leadership, organizational skills, and multitasking. Have a high energy level with an ability to perform multifaceted projects in conjunction with day-to-day activities. Demonstrate superior interpersonal skills in the following areas: tactfulness, maturity, flexibility, resourcefulness, professionalism, diplomacy, reasoning, and decisiveness. Demonstrate ability to recognize and support the assigned site's preferences and priorities as related to the mission statement.

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Employee Signature

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Date

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