

**WESTVIEW SERVICES, INC.**  
**JOB DESCRIPTION**

**JOB IDENTIFICATION**

POSITION TITLE: Employment Specialist  
PROGRAM: Supported Employment  
CLASSIFICATION: Exempt  
Work Hours: Determined by the Program Design  
REPORTS TO: Program Manager  
REVISED: September 2005

**RESPONSIBILITY**

To market Westview Services, Inc. services, identify and build relationships with employers with work opportunities for our consumers. Team with Supported Employment Programs and work with consumers to obtain job placement.

**ESSENTIAL FUNCTIONS**

1. Marketing:
  - a) Network with potential employers.
  - b) Build relationships with potential employers.
  - c) Cold call employers.
  - d) Make presentations to industry and community groups such as manufacturers, retail, professional services, businesses, Chambers of Commerce, employment networks, etc.
2. Pre-placement:
  - a) Evaluate job placement opportunity and determine if the placement would need one or more consumers.
  - b) Interview qualified consumers.
  - c) Match the job to the consumer's abilities or Department of Rehabilitation counselor specified vocational objective.
  - d) Coordinate efforts of the employer, Program Manager, Instructional Coach/Vocational Specialist, Department of Rehabilitation, Regional Center, Group Home, Independent Living Staff, Consumer's Family and the consumer.
  - e) Teach and assist with pre-employment classes.
  - f) Assist consumer with applications and interviews.
  - g) Facilitate meeting with Program Coach/Vocational Specialist/Program Manager and employer.
  - h) Facilitate completion of all paperwork and documentation including Tax Credit documentation.
3. Post-placement: Monitor the satisfaction of the placement by the employer, consumer and the program.
4. Educate the program on employers needs.
5. Make presentation to employer's staff as required.
6. Meet job placement goals as outlined in the compensation policy.
7. Complete required documentation, up to and including month end reports, accurately and thoroughly and submit on time.
8. Observe consumers for any physical changes and signs in behavior or demeanor that could be a result of illness, abuse, improper dressing or grooming, medications, etc. Report any observations to your supervisor.
9. Perform all duties to uphold, respect and advocate for the Client's Rights.
10. Report immediately to your supervisor any incident involving a consumer.
11. Build and maintain a positive relationship with all Westview Services, Inc. care providers, employers, service coordinators, staff and the community. Including performing all duties to professionally represent, exemplify and champion Westview Services, Inc.
12. Adhere to all driving laws and regulations as well as Westview Services, Inc. policies and procedures, as required.
13. Maintain and protect the confidentiality of all consumer information.
14. Comply with all state, federal, local laws and regulations as well as Westview Services, Inc. policies and procedures.

15. Attend and participate in all mandatory training, in-services, and staff meetings.
16. Perform all other duties, as assigned.

**POSITION REQUIREMENTS**

1. Regular attendance.
2. Must dress in appropriate and clean attire.
3. Must have valid and appropriate driver's license.
4. Must have current basic liability coverage on personal vehicle and proof of the insurance.
5. Must have a current vehicle registration of personal vehicle.
6. Must have a driving record that meets the requirements of Westview Services, Inc. policy and Westview Services, Inc. insurance carrier underwriter requirements, as required.
7. Must have passed post offer health physical and TB test.
8. Must have criminal record clearance.
9. Must have current Basic First Aid and CPR certification.
10. Must be comfortable working with adults with disabilities.
11. Must have strong customer service skills.
12. Must have strong sales skills.
13. Must have strong marketing skills.
14. Must have strong organizational skills including ability to follow-up, detail-oriented, ability to multi-task.
15. Must be able to maintain confidentiality.
16. Must exercise good judgment and make competent decisions.
17. Must be able to be flexible, work closely and cooperatively with the entire team.
18. Must be able to read, write and communicate in English.
19. Must be able to know and uphold the Client's Rights.
20. Must be able to drive personal vehicle as required.

**PHYSICAL & MENTAL REQUIREMENTS**

1. Able to visually see for extended periods of time.
2. Able to hear and listen for extended periods of time.
3. Able to speak for extended periods of time.
4. Able to use arms and hands, including writing, for extended periods of time.
5. Able to drive for extended periods of time.
6. Able to work outside for extended periods of time.
7. Able to lift 20 pounds.
8. Able to write monthly reports and complete all required documentation as required.
9. Able to maintain a high level of mental concentration.
10. Able to work in a fast-paced environment.

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING**

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties or other responsibilities not listed. Westview Services, Inc. reserves the sole right to add, modify or exclude an essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any job requirement by the employee, is intended to create a contract of employment or any type of contract. Employment is "at-will" and may be terminated at any time by the employee or employer, without cause or notice.

I have read and understand this job description and I have received a copy.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date