

RAMP
Purpose, Parameters, Qualifications, Activities and Performance Indicators
for the position of

Project Search-Employment Specialist

Purpose of Position: The Project SEARCH Employment Specialist will work with a team to provide support and assistance to Project SEARCH interns in order to meet the outcome goals of the program and participating interns. This position also requires an understanding of the principle of the Independent Living (IL) philosophy, and a genuine desire to carry out this philosophy. Project SEARCH is a unique, business led, one-year school-to-work program that takes place entirely at Mercyhealth Hospital. The selected students will work in three internships over the course of the year in combination with classroom instruction, goal setting, career exploration, and hands-on training through worksite rotations. Each student works with a team that includes their family, an instructor, a department mentor, rehabilitation counselor and employment specialist to create their employment goal and to support the student during their transition from school to work.

I. **Position Parameters:** Reports to Project Search Coordinator; Full-time; Full Benefits; Travel and Expenses Reimbursed; Salaried, Non - Exempt.

II. **Minimum Qualifications:**

- A. Bachelor's degree in a field related to the position or equivalent experience that would substitute for a formal education.
- B. Working knowledge of, and experience with, the social and professional impact of disability on a family and a community.
- C. Working knowledge of community resources for coordinating skills trainings, educational opportunities, accommodations of disabilities, and other resources needed for participants to be work ready.
- D. Strong written and verbal communication skills.
- E. Ability to advocate effectively and assertively with participants with disabilities and the community without controlling or inserting your own choices.
- F. Ability to advise, encourage, inform, empathize and gain trust of participants and their families.
- G. Ability to demonstrate creativity, initiative, strong and responsible decision making ability
- H. Working knowledge of Social Security Work Incentives and the ability to provide accurate guidance in this regard to consumers and families.
- I. Mentoring and advocacy techniques to help participants gain employment.
- J. Ability to maintain professional boundaries with consumers and families.
- K. Ability to organize time for maximum use of work hours.
- L. Ability to ensure adequate recording and reporting of case management information.
- M. Able to travel to meetings with participants and community entities.

- N. Working knowledge of Microsoft Office software applications and able to use them efficiently with work responsibilities.
- O. Ability to use the Internet for research and e-mail.
- P. Personal experience with disability preferred.

III. Job Activities and Performance Indicators (in order of priority):

A. Maintain expert knowledge of and be able to provide information for benefits programs including SSI, SSDI, AHCCCS, Medicare and others utilized by Ticket to Work (TTW) and DHS VR program participants.

- PI. Pursue and remain abreast of advocacy issues related to employment and equal rights for people with disabilities on both an individual and systems level.
- PI. Maintain a high level of visibility within RAMP's four county service area so that coordination and opportunities for persons with disabilities are at an optimum.
- PI. Attend and conduct networking activities with other agencies, service providers and organizations to ensure consumer needs are being met.
- PI. Attend all Project Search/VR trainings mandated for this position or deemed necessary to provide premium, quality services to consumers.

B. Collaborate with consumers to provide employment services & skills training, including benefits counseling, problem solving and support to individuals participating in Project Search and VR program.

- PI. Screen & determine eligibility for all potential consumers for RAMP's Employment Services Program.
- PI. Conduct group and individual orientations to potential consumers who wish to learn more about RAMP's Employment Services Program.
- PI. Conduct job readiness and other vocational assessments.
- PI. When appropriate, refer consumers to other community agencies or service providers.
- PI. Assist consumers with resume development, acquiring interview skills, becoming familiar with social networking, and increase consumers abilities to market themselves
- PI. Provide consumer assistance, education, and monitoring to ensure that employment accommodations are achieved appropriately and to assure there is no employment discrimination occurring.
- PI. Make referrals to benefit planner when appropriate

C. Provide on-site individualized job training and supports to interns in Project Search.

- PI. Provides individualized support for intern during the internship rotation in order for the intern to acquire competitive and marketable skills. This could include:

Systematic Instruction to teach and break down tasks, building natural supports, developing accommodations, identifying appropriate assistive technology, etc.

PI. Communicates effectively with Project SEARCH Instructor, other skills trainers, internship department managers /mentors, co-workers, family members, and school and agency personnel as it relates to the student being trained.

PI. Perform specific task analysis, especially when student is challenged to learn and perform tasks to a productive and quality level.

PI. Assist with completing the Vocational Fit Assessment to determine the abilities of the intern, the demands of the internship tasks and assist the team to make meaningful matches

PI. Carries out steps of job coaching plan with students and other parties as appropriate.

PI. Work with consumers, employers, families, job placement specialist, agency personnel, affiliate school personnel and other appropriate parties to problem solve issues related to training and employment.

PI. Practice positive reinforcement techniques with students, co-workers, and other staff.

PI. Trains students in the areas of grooming, hygiene, communication, interviewing, and behavior as they relate to successful employment.

PI. Provides travel training to the host business and job site when necessary.

PI. Communicates with Project SEARCH instructor to make final decisions regarding any issues that may affect student success at an internship or competitive job site. These decisions may be related to continued skills training, fading, behavior, job tasks, etc.

PI. Participates in decision making process to identify and implement training strategies and/or services with other Project SEARCH staff and host business staff.

D. Assist in placement of RAMP's Employment Services participants into competitive, community-based employment which results in greater independence and improved financial situations.

PI. Ensures job placement goals for organizations is met annually.

PI. Consistently monitor all job placements to ensure maximum consumer job satisfaction, successfully maintaining the position and upward mobility.

E. Educate the community at large and employers about RAMP's Employment Services Program.

PI. Market RAMP's Employment Services through media releases, service fairs, radio and television interviews, advertisements, etc., as allowed by available resources and success.

PI. Conduct community presentations on RAMP's mission and services and the IL philosophy.

PI. Collaborate and network with other businesses and organizations whom provide employment services to people with disabilities.

PI. Maintain relationships with community contacts

F. Complete monthly paperwork and quarterly reports in a timely fashion as required.

PI. Make sure that all necessary reporting is submitted at least monthly for reimbursement.

PI. Make sure that quarterly reports (if pertinent to your position) are complete, approved by the Project Search Coordinator, and sent in by the 10th of the month following that quarter.

PI. Assist the Project Search Coordinator in the completion of all quarterly and monthly reports related to the Employment Program.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Reviewed by HR: 10/28/16

Supervisor Approved:

ADA CHECKLIST FOR PHYSICAL ACTIVITIES & REQUIREMENTS, VISUAL ACUITY, AND WORKING CONDITIONS OF THE POSITION

Title: Project Search Employment Specialist

1. The physical activity of this position. (Please check all that apply)

A. Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.

B. Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

C. Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.

D. Kneeling. Bending legs at knee to come to a rest on knee or knees.

- E. Crouching. Bending the body downward and forward by bending leg and spine.
- F. Crawling. Moving about on hands and knees or hands and feet.
- G. Reaching. Extending hand(s) and arm(s) in any direction.
- H. Standing. Particularly for sustained periods of time.
- I. Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- J. Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- K. Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- L. Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- M. Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- N. Grasping. Applying pressure to an object with the fingers and palm.
- O. Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- P. Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Q. Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- R. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

2. The physical requirements of this position. (Please check only one)

- A. Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

3. The visual acuity requirements including color, depth perception, and field vision. (Please check only one)

- A. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or

assembly or fabrication parts at distances close to the eyes.

4. The conditions the worker will be subject to in this position. (Please check all that apply)

- A. The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
- B. The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- C. The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
- E. The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- F. The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
- G. The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
- H. The worker is required to function in narrow aisles or passageways