

## **Inclusion Connection Job Description**

**Position Title:** Employment Specialist

**FLSA Status:** Hourly

**Accountable to:** Team Leader and Board of Directors

**Directly Supervises:** NA

**Program:** Employment Services

**Position Summary:** Develop relationships with employers to facilitate customized employment of job applicants. Provide the supports needed to optimize the success of the employee and provide on-going communication with the employee and employer as needed.

### **ESSENTIAL FUNCTIONS**

1. Establishes and maintains relationships with employers to determine personnel needs, promote use of service, and monitor progress of placed individuals. Communicates with persons outside the organization, representing the organization to customers, the public, government, and other external sources.
2. Directs and coordinates job placement programs and job analysis services.
3. Instructs and supports applicants in resume writing, job search, and interviewing skills.
4. Interviews applicants to determine interests, qualifications, and employment eligibility and assist in developing employment and PATH plans.
5. Develops an employment position according to interests and provides support to placed individuals in learning the tasks of the position and following up with the employer and employee as needed.
6. Encouraging and building mutual trust, respect, and cooperation among all team members and customers.
7. All other duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS**

1. Knowledge of information and techniques needed to provide supports to persons who happen to have a physical or mental disability and to provide career guidance including appropriate job accommodations.
2. Knowledge of principles and processes for providing customer services including needs assessment, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques
3. Knowledge of principles and methods involved in showing, promoting, and selling the services. This includes marketing strategies and tactics.
4. Assurance and support for safety and security of the employee and the rules, regulations, precautions, prevention, and the protection of people, data, and property as required by the employer.
5. Knowledge of diversity and inclusion best practice and ability to support inclusive employment.
6. To have a good driving record, valid Iowa drivers license and vehicle insurance.
7. To have not had a felony conviction or founded dependent child or adult abuse record.
8. Bachelor's degree and/or a combination of education and relevant experience to equal 4 years.

**WORKING CONDITIONS: ENVIRONMENT:** Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level. Travel time within vehicle for extended periods.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.). **MENTAL:** Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socioeconomic level. Must be emotionally mature, stable, and tactful and be able to provide professional leadership.

*The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

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Employee Signature:

Date:

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