



## JOB POSTING

Date Posted: 01/22/2021

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### **POSITION & LOCATION: EMPLOYMENT DISCOVERY SPECIALIST (Foss Way)**

#### **QUALIFICATIONS:**

- High school diploma or equivalent.
- Must possess and maintain CPR and First Aid certifications.
- May be requested to lift, carry, and move persons served or items in the work environment in a safe manner.
- Satisfactory Abuser Registry, Web-database and criminal background checks as defined in OAC 5123-2-02.
- Maintain the ability to pass a drug screen.
- Possess and maintain a valid Ohio driver's license with less than six (6) points on record at any time.
- Must be physically qualified to operate a vehicle, satisfactorily passing DOT medical examination and drug and alcohol screening at hire and thereafter.

#### **DUTIES:**

- Provides individualized opportunities for community inclusion, enhanced independence, relationship building and engagement in learning and work experiences that may include group employment. Provides support to assist persons served in developing general skills that lead to competitive integrated employment, such as the ability to communicate effectively with supervisors, coworkers, and customers; generally accepted community workplace conduct and dress; ability to follow directions; ability to attend to tasks; workplace problem-solving skills and strategies; and workplace safety and mobility training.
- Maintains knowledge of activities/supports that may be utilized in a person-centered manner with those seeking competitive integrated employment. Upholds the belief that there are opportunities for every adult with developmental disabilities to explore employment options and find jobs that fit their skills and interests.
- Provides direct support in a team-oriented work environment, sets up chosen employment skills and implements person-centered group employment opportunities. Prepares for the days' work sites prior to arrival and after departure of persons served by developing calendars of available opportunities and gathering materials needed to support work sites. Provides necessary personal care and effectively manages work sites. Maintains supplies and materials for day-to-day services and notifies the supervisor of any inoperative equipment or needed materials or equipment.
- Informs the coordinator or director about persons served and departmental issues respectively. Provides assistance to persons served to work towards outcomes and support considerations as outlined in the Individual Service Plan (ISP) and documents services rendered as required. Provides support to individuals as needed for them to effectively participate in day-to-day activities and services offered to focus on each person's unique skills, priorities, abilities, and preferences. Assists in assessments, suggests referrals as appropriate and works closely with the Employment Services Coordinator to ensure that appropriate services and supports are rendered.
- Always maintains safety and order. Supervises employment sites to ensure the safety, security, and comfort of those involved. Upholds a positive presence while building relationships in the community with persons served.
- Accurately and promptly completes required reports, including but not limited to: daily documentation in the BID system related to Medicaid reimbursable services, persons served and employee incident reports, persons' served attendance reports, delegated nursing tasks such as recording appropriately in the MAR, bowel and bladder tracking and monthly weights. Strives to increase or maintain the highest level of independence that is safely possible for persons served, ensuring the provision of the necessary level of supervision and assistance to persons served.
- Serves as a member of the person's served primary service/support team when requested. Works with persons served and the ISP team to determine what person-centered outcomes and skills are most important in the person's life. Communicates changes in behavior, ability to participate in action steps tied to ISP outcomes, support considerations, medical status or other pertinent information to the Employment Services Coordinator or director in a timely manner. Encourages and supports self-advocacy and individual choice in day-to-day routines while providing needed support.
- Develops and maintains a positive rapport with persons served families, businesses' and co-workers.
- Completes continuing education training relevant to the work environment, including but not limited to Provider required training, Positive Crisis Response Training (PCRT), Delegated Nursing, CPR and First Aid, MUI, Behavior Support Plans and HIPAA.
- Performs other related duties as assigned, including but not limited to: presenting self as an appropriate role model while working on-site and in the community, attending staff meetings and in-services, participating in department-wide group activities such as holiday parties or other celebrations during regular working hours.

**HOURS:** 37.5 hours per week, 7:45 am – 3:15 pm with a half hour paid lunch.

**SALARY & BENEFITS:** \$11.10 per hour or more depending upon experience.

**FLSA:** Non-exempt from overtime.

**CONTACT:** To be considered, please applications/resumes online, by email, US Mail, fax or by hand delivery. You may attach a resume; however, the RTI application **must** be completed. The application is available at the RTI offices or downloaded at [www.rtindustries.org/careers](http://www.rtindustries.org/careers).