



Job Description

POSITION:	Employment Consultant	SUPERVISOR:	Program Manager
FLSA STATUS:	Hourly, Non- Exempt		

The purpose of this job description is to provide a guide by which you and the management of Washington Vocational Services measure your progress and ability to meet our commitment.

The following should be considered an outline of your responsibilities and duties as an employee of Washington Vocational Services not a detailed description of how all tasks should be completed.

POSITION SUMMARY

The Employment Consultant works with individuals who have disabilities by providing vocational rehabilitation services.

ESSENTIAL FUNCTIONS

- Independently manages a client caseload consisting of individuals who have disabilities.
- Promotes person centered and participant empowered vocational philosophy in every aspect of the job development process.
- Determines job readiness by evaluating individual's abilities, interests, aptitudes and desires for work in the community.
- May provide or recommend vocational evaluation to determine appropriate vocational goal.
- Educates and Assists with job seeking skills, including, but not limited to: completing applications, interviewing techniques, resumes and self-directed job search practices.
- Promotes and develops appropriate job leads and facilitates job carving as needed.
- Achieves required number of placements and/or maintain the percentage of customers employed, as required by grant/contract.
- Spend 80%-85% of work week on direct customer service.
- Meets with the counselors/case managers, families, and prospective customers to develop current and appropriate employment plans.
- Fulfill the requirements of WVS contract obligations.
- Ensure appropriate on site job coaching/training for customers.
- Keep extensive, accurate records that include report writing, time sheets, case notes, scheduling of appointments.
- Establishes and fosters good communication with customers, state rehabilitation counselors and the community.
- Maintains a minimum of monthly reports to DVR counselors.
- Reports all pertinent information and keeps Program Manager aware of decisions and actions.
- Maintain a flexible schedule to accommodate the support needs of customer's schedules and community events.
- Other duties as assigned.

AREAS OF RESPONSIBILITY

- Establish good working relationship with other team members.
- Foster positive communications and relationships with all employees, members of management, vendors and clients.
- Keep up to date on industry trends and developments.
- Adhere to company policies and procedures.
- Actively participate in and conduct meetings as requested.



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QUALIFICATIONS

- HS Diploma or GED.
- Minimum one year education or experience preferred.
- First Aid/CPR Certification required.
- Knowledge of community resources, including Assistive Technology and Assistive Equipment used by individuals with disabilities, and disability etiquette.
- Demonstrated excellent oral and written communication skills as well as creative thinking and problem solving skills.
- Proficiency in American Sign Language helpful.
- Able to work independently and creatively.
- Developed and professional interpersonal skills, attitude and appearance.
- Proven ability to work with efficiency, flexibility and good humor.
- Excellent organizational and time management skills.
- Detail oriented, accurate and self- motivated.
- Demonstrated ability to build and maintain relationships with a wide array of people at all levels within the organization and clients.
- Able and willing to learn in both formal and informal settings.
- Must understand and demonstrate the importance of ethical considerations in the field of human services.
- Intermediate to advanced skill level in computer software including QuickBooks Accounting Software, Word, Excel, Outlook, and all MS Office Suite-all versions.
- Ability to operate and effectively use general office machines including but not limited to Video Phone, FAX, copier, computer, printer and telephone.
- Proactive approach that is looking for ways to maintain and improve processes and help people.
- Ability to pass Washington State Background check, DSHS background check.
- Possess and maintain current Driver's license and retain auto insurance as law requires.

PHYSICAL REQUIREMENTS

- Frequent standing, walking and sitting.
- Pushing, pulling, crouching and reaching as required
- Occasional lifting and carrying up to 25 pounds.
- Must be able to work at computer or desk area for extended periods of time.
- Ability to travel as needed and required.

Employees of Washington Vocational Services are expected to maintain a professional image and attitude consistent with Company vision, mission and objectives. Employment with Washington Vocational Services will be in accordance with our "At-Will" policy. This means that just as you may leave your position with the Company at any time the Company may terminate your employment at any time.

This job description should not be considered all-inclusive. The employee understands that the job description is neither complete nor permanent and that it may be modified at any time. This job description does not create a contract of employment it is simply an outline of expected duties for the position.



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I acknowledge receipt of this job description.

Employee Signature

Date

Employee Name (Printed)

Washington Vocational Services is an equal opportunity employer.