TITLE: Employment Services Coordinator
REPORTS TO: Director of Program Services
CLASSIFICATION: Exempt (Salary) – Grant Funded

STS MISSION
Equipping individuals and their families with the skills to thrive through providing solutions, resources, and support.

STS VISION
Skills to Succeed believes in a world of dignity, opportunity and inclusion for all people. We believe that people are capable of full participation in their community when provided the appropriate solutions, resources, and support.

STS VALUES
| RESPECT | People should be treated with courtesy and respect in recognition of their dignity. |
| CHOICE  | Individuals should make decisions and choices about their lives. |
| SOLUTIONS | Options, opportunities and solutions are the focus rather than problems. |
| CREATIVITY | Imagination and innovation create a rich, progressive environment. |
| QUALITY | Services should be excellent, resulting in meaningful impact. |
| EXPERIENCE | The opportunity to fail and succeed increases potential and experience. |
| COMMUNITY | Individuals should be active participants in their communities. |
| INDEPENDENCE | Give support, but don’t rescue; Give assistance, but don’t enable. |
| RESPONSIBILITY | Personal choices and appropriate behavior increases social opportunities. |
| EMPLOYMENT | Work is the first and preferred option for working age adults. |

Summary: The Employment Services Coordinator is responsible for the overall functioning of employment services and related activities offered through a variety of funding sources. This includes a combination of direct-support to program participants and supervision and leadership to program staff. This position is grant funded through May 2015. Although the agency hopes to continue the position to keep up with employment service growth, the position is currently tied to a grant and may be eliminated after the grant cycle.

The Employment Services Coordinator works with individuals who have autism or other developmental disabilities in Skills to Succeed’s (STS) employment services. They assist individuals to become more integrated in their communities by maximizing the person’s strengths, interests and abilities to obtain and maintain employment. The aim is for the person to direct their own activities that create a meaningful life including contributing to the community and developing relationships. Support may occur in a variety of settings and may include providing personal care, assistance with daily living activities, job coaching, teaching/developing skills, advocating with the individual, assisting in communication and self-expression, and ultimately supporting the individual in meeting his or her own goals.

Duties and Responsibilities:

1. Provide supervision and oversight to assigned program area(s).
   - Supervise and support assigned staff through training, counseling and providing feedback.
   - Complete and present staff evaluations and feedback to ensure staff growth and performance.
   - Understand and maintain program budget and finances responsibly and accurately.
   - Represent the program(s) through events, tours and presentations as needed.
   - Exhibit professionalism in interactions with all stakeholders and agency staff.
   - Ensure that required paperwork, data, tracking, etc. is completed appropriately in a timely manner.
   - Maintain needed documentation and tasks for licensure and funding entities.
   - Provide oversight and accountability for agency, grant or funding outcomes and goals.
   - Place a high priority on building reputable program through positive interactions, commitment to best practices, upholding agency values and delivery quality services.
2. Support people to achieve personal outcomes that characterize a high quality of life.
   - Listen carefully and communicate respectfully and clearly with the people you support.
   - Support people to choose, understand and learn new skills.
   - Understand, follow through and document support plans, goals, activities, progress, etc.
   - Support people with daily living skills and personal support needs.
   - Facilitate activities that provide people with social capital and connections to the community.
   - Demonstrate fairness.
   - Assist people in planning and structuring activities.
   - Bring your own skills, strengths and interests to supporting people’s activities.
   - Support people to exercise their rights and responsibilities in all areas of their lives.

3. Engage in respectful communication.
   - Use person-first or preferred language when appropriate.
   - Maintain confidentiality and support privacy at all times.
   - Talk with people and include them in discussions about their lives.

4. Support people to have optimal health and well-being.
   - Understand and follow supports for optimal health.
   - Administer medications accurately and reliably.
   - Monitor medical conditions thoroughly and consistently.
   - Ensure that people are free from abuse, neglect and exploitation.
   - Complete needed reporting and documentation.

5. Provide safeguards and appropriately support challenging situations.
   - Follow any outlined financial supports.
   - Support individuals with positive behavioral techniques to avoid challenging situations and promote respect and dignity.
   - Be a safe and conscientious driver.
   - Know the proper techniques and be able to respond to emergencies such as accidents, fires, tornados, or other situations.

6. Positively represent Skills to Succeed.
   - Uphold agency values.
   - Understand and follow through with agency systems and protocols.
   - Follow agency policies and procedures.
   - Communicate positively and clearly with your supervisor and coworkers.
   - Meet established timelines and deadlines.
   - Maintain satisfactory attendance to work shifts, staff meetings and other assigned agency functions.
   - Complete needed trainings by established deadlines.
   - Maximize and responsibly utilize agency and community resources.
   - Complete duties assigned by supervisor or designee.

Qualifications:

- Bachelor’s Degree or equivalent via extensive field experience.
- Experience working with individuals with autism and other developmental disabilities; prefer 3-5 years.
- Experience in employment services highly preferred.
- Ability to pass criminal/registry background checks
- Clear tuberculosis screening
- A valid driver’s license & insured vehicle
- Ability to pass and maintain required trainings such as CPR/First Aid, Medication Administration and Positive Behavioral Support Training
Working Conditions: Staff who provide direct support in agency programs work in a changing environment that adjusts to the needs of the individuals in program services. The environment may be fast-paced with interruptions, distractions and deadlines. Staff need to be flexible and be able to adjust to changing needs or activities. Depending on the needs of the individuals, the work can be physically demanding including transferring or supporting people with mobility needs, lifting or moving items up to 50 lbs, walking or standing for extended periods of time or providing support through CPR/First Aid, behavioral support, and other interventions. Staff must have an insured vehicle in good working order to utilize for incidental transportation required for staff and program participants to and from community activities.

Required Trainings: New Employee Orientation, Intro to Developmental Disabilities, CPR/First Aid, Positive Behavior Supports, Medication Administration, Abuse, Neglect & Exploitation, Blood Borne Pathogens, Person-Centered Planning, HIPAA/Privacy & Confidentiality, and any other assigned trainings.

I have read and understand the position description as written. I also understand that this position may be updated to more accurately reflect the position.

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Signature:

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Date: