

OPTIONS EMPLOYMENT LIAISON SPECIALIST**Purpose Statement**

The job of Options Employment Liaison Specialist was established for the purpose/s of coordinating employment services for students and adults to implement individualized employment activity.

This job reports to Program Supervisor

Functions

- Assist in coordinating weekly program activity and marketing and public relations for the purpose of monitoring program effectiveness and expanding opportunities for employment.
- Assist in the implementation of Individualized Planning Goals and Objectives (e.g. in the area of daily living, but not limited to, bath rooming, feeding, dressing and hygiene) for the purpose of preparing the student to be more independent.
- Collaborate with job coordinators, employment specialists and job coaches for the purpose of implementing individualized supported employment activity.
- Conduct job and task analyses for the purpose of determining specific skills required to perform work as well as student duties and responsibilities.
- Coordinate activities (e.g. provider agencies, employment services, contract activity) for the purpose of maximizing employment opportunities for students and adults.
- Create monthly performance reports/daily logs for the purpose of tracking program activity and results.
- Facilitate relationships between co-workers, employer and employee for the purpose of insuring that positive and supportive communication occurs.
- Manage the student/client relationship (e.g. communicating expectations and duties;problem solving student/client -related job difficulties at the job site) for the purpose of ensuring student success and maintaining a positive relationship with the employer.
- Participate in various events and meetings (e.g. interagency events;adult ISP meetings) for the purpose of representing the DCIU.
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Promote DCIU services (e.g. in and out of county trainings and in-services) for the purpose of promoting Secondary transitions when appropriate.
- Survey the community for employment opportunities (e.g. contact employers via phone/letters) for the purpose of expanding the employment options available to students and adults.
- Visit work sites consistently for the purpose of securing and maintaining relationships with employers and to explore possibilities for expanding opportunities.

Job Requirements: Minimum Qualifications**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: recordkeeping, problem-solving, work independently, excellent interpersonal skills, strong organizational skills, teamwork;must possess judgement and maturity.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: age appropriate activities/behaviors, codes/laws/rules/regulations/policies, community resources.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: excellent phone, computer and writing skills; Flexibility; Ability to work weekends, nights, and some holidays.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, and 20% standing. The job is performed under minimal temperature variations.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency Training experience in job coaching and/or experience with students with disabilities. Post secondary education preferred.

Required Testing

None Specified

Certificates & Licenses

Valid Driver's License

Continuing Educ. / Training

None Specified

Clearances

FBI Clearance
Official Child Abuse Clearance
Official Criminal History Check

FLSA Status

Non Exempt

Approval Date

Salary Grade

Band 10