

# Employment Specialist - San Francisco

## Job Details

Level	Entry
Job Location	The Arc San Francisco-Howard Street - San Francisco, CA
Position Type	Full Time
Education Level	High School Diploma/GED
Salary Range	\$19.75 - \$19.75 Hourly
Job Category	Nonprofit - Social Services

## Organizational Summary

The Arc San Francisco is a non-profit service and advocacy organization for adults with intellectual and developmental disabilities and their families living in San Francisco, Marin, and San Mateo counties. We currently serve a varied group of over 700 clients who, despite their diverse backgrounds, ages and disabilities, are all similar in their desire to live a life of greater self-determination, dignity, and quality. Our goal is to provide the supports that enable people with developmental disabilities to maximize their potential, live meaningful lives, and become integral members of the community. To that end, we provide a range of services relevant to all areas of adult life, from independent living supports and skills building to employment training and creative expression. As a true community partner, we believe in educational outreach, the power of business partnerships, and the importance of being a reliable resource for families, supporters, public policy makers and all those who share our vision of creating a more informed, diverse and inclusive society.

## Position Summary

Provides necessary training for Habilitation and Traditional and day program clients targeted for placement to address barriers and job search skills through individual employment counseling and employment support services including situational assessment, job exploration, vocational assessment and personal & social adjustment services. Provides training to clients with severe developmental disabilities at integrated supported employment work sites to ensure they achieve job stabilization. To provide support and assistance to the Job Developer in the client employment planning and job search process; Trains clients in safest and most efficient travel routes.

## Essential Duties and Responsibilities

- Analyzes jobs, learns the job, develops instructional plan for clients, implements plan and provides at least the initial training for clients in the job, develops natural supports in integrated setting
- Completes and maintains client records, collects data as requested and writes reports as assigned.
- Ensures accurate data is maintained on salesforce. Key assists in developing and submitting monthly reports and updates for various stakeholders and purposes as directed.
- Maintains an active case load of 15-20 participants at all times, ensuring quality services are provided.
- Provides Employment Support Services including job exploration, situational assessment, personal & social adjustment and vocational assessment
- Ensures overall employer satisfaction and quality standards while ensuring appropriate services are provided to trainees
- Liaison with family, case managers and Department of Rehabilitation counselors regarding relevant issues including financial need, barriers and concerns
- Develops placement plan, resumes, preparation of employment applications and other employment planning, cover letter documents and other paperwork requirements for placement
- Coordinates with managers regarding appropriate services for clients targeted for placement
- Recruits, organizes placement, orients, oversees rollout, trains, sets goals with, evaluates, provides technical assistance to and if necessary assists in job exit for employed clients; provides assistance to Job Coaches.
- Conducts planning meetings and job clubs for unemployed clients and clients targeted for placement, as possible
- Works with employers where clients are in follow-along to increase number of jobs in the business, upgrade jobs, and expand hours
- Coordinates client services if loss of integrated work occurs, with staff, case managers, and rehabilitation authorization
- Attends and participates in relevant meetings, conferences, and/or training sessions as assigned;\*
- Makes visits to clients' homes to assess barriers to employment related to family, board and care or other related issues
- Obtains and maintains updated information regarding changes with Social Security regulations;\*
- Participates in Chamber of Commerce activities and events;\*
- Obtains medical report and TB test as per The Arc's Employee Handbook
- Obtains background clearance as per The Arc's Employee Handbook
- Performs other duties as assigned.

## **Knowledge, Skills and Experience**

- Excellent communication skills, both oral and written
- Strong philosophical orientation in favor of integration and self-determination

- Sensitivity and concern for the rights and needs of the individuals with severe developmental disabilities served, including a desire to relate to those individuals as dignified and competent individuals.
- Knowledge of current trends in the field of developmental disabilities and the ability to adapt instructional activity to maximize training; ability to analyze work situations and tasks and organize into teachable components according to individual training needs
- Proficient in salesforce, excel, and other CRM databases.
- Knowledge of instructional technology, task analysis, effective training techniques for working with individuals with developmental disabilities and other disability groups with similar needs
- Ability to cooperate/communicate with employers/others to set up the most effective methods for training and production needs
- Ability to establish and maintain effective working relationships with staff, employers and clients; to represent the agency in a professional manner
- Knowledge or experience in job search/job development practices

#### **EDUCATION AND/OR EXPERIENCE:**

- Bachelor' degree in Special Education or related field; Experience accepted in lieu of degree
- Two (2) years experience in training individuals with developmental disabilities in supported employment setting. 1 year administrative experience.
- Valid California driver's license, safe driving record and current proof of insurability if driving on agency business.

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Repetitive key board use, phone use, walking, standing, bending stooping and direct client interaction.

#### ***The Arc San Francisco is an Equal Opportunity Employer.***

The Arc San Francisco is committed to equal opportunity in the terms and conditions of employment for all employees and job applicants without regard to race, color, religion, sex, sexual orientation, age, gender identity or gender expression, genetic information, marital status, national origin, disability, citizenship or veteran status. We will consider qualified candidates with criminal histories in a manner consistent with the requirement of the San Francisco Fair Chance Ordinance.