



Employment Specialist/Job Coach

Entry Level Pay - \$16/hr (ACRE basic training experience or at least 9 months' work as a Employment Specialist In-Training)

CESP (Certified Employment Support Professional) – Entry Level - \$17/hr up to \$25/hr with 5 years or more full-time experience

*******The services can be provided Remotely/Virtual through Zoom or In-person!

Karina Association is looking for an Employment Specialist to work as part of our Community & Employment Partners Team, serving in the Baltimore County and Baltimore City region. In this role, your accountability focuses on skillfully supporting individuals with developmental disabilities in preparing for, maintaining, and succeeding in their employment endeavors as a stepping stone toward personal independence. The Supported Employment Specialist is absolutely pivotal to making everything work and fit together for the people they are serving. In order to do your work well, you will interact with everyone involved in the process, including family, spouses or significant others, supervisors, human resources staff, the general public, co-workers and others at the workplace.

The job of the Supported Employment Specialist is to assist individuals with the most significant disabilities to seek the best possible job match that fits with their skills, interests, abilities, and support needs with the needs of employers. As the facilitator of the employment process, a successful SE Specialist will have or acquire skills and knowledge to assist the job seeker to reach their employment goal.

Working with the job seeker, family, VR Counselor or other professional staff, you are expected to manage all activities related to the employment process. The Supported Employment Specialist develops and implements the employment services plan - from the moment you begin discovery through the job development process, training, stability and securing the ongoing support services.

This is a highly independent position that requires excellent skills in written and verbal communication, observation, ability to analyze a situation, problem solving, marketing, individualized job development, effective time management and attention to detail.

The Employment Specialist is responsible for providing support for one or more individuals during their day-to-day activities in Karina's Supported Employment Program. The Employment

Specialist is directly responsible to the Supported Employment Coordinator. Must demonstrate the ability to interact in a professional manner with the public and be able to represent Karina Association in the employment arena. The Employment Specialist must demonstrate a comprehensive understanding of Karina's philosophy and demonstrate the ability to teach Karina's methods and philosophy.

What does this opportunity give me?

- Community outreach. Work with a diverse population.
- Career Development and growth within the organization. Free training provided!
- Pride. Work for a company that is passionate about our mission and helping people find their path to independence.
- A strong team and support system.
- Impact. Make an immediate difference in someone's life.
- Ownership and responsibility for your position.

What will I do at Karina Association?

Essential Duties and Responsibilities

- Participating in the development of the IP and Behavior Plans and implementing and documenting the portion of the plan(s) related to the day program.
- Providing guidance to one or more individuals at the jobsite to ensure that the duties of the job are performed to the satisfaction of the employer. This responsibility involves performing the job duties along with the individual(s) as needed so that the production level determined by the employer is consistently maintained.
- Provides orientation and guidance throughout the supported employment process to the job seeker, family and friends, the case manager, service delivery team and other professionals about Supported Employment.
- Implements a thorough discovery process to identify and confirm the job seeker's skills, interests, abilities, accommodation strategies, extended supports needs, and negotiable and non-negotiable conditions for employment. Records findings in the vocational profile.
- Fosters the job seeker's self-advocacy, and ensures conditions for informed choice are met. Addresses disclosure of information, especially as it relates to employment and work relationships.
- Facilitates the person-centered planning meeting for employment, and other required meetings for implementation of services.
- Provides individualized job development services, targeting employers or industries that reflect the person's skills, interests, conditions, and preferences.
- Negotiates with employers to identify and provide applicants that meet an employer's workforce need. Conducts a detailed job analysis to determine a good job match for the job seeker and employer, including need for and use of potential accommodations.
- Coordinates with the employer to determine the best methods for training, work site accommodations and adaptations. Ensures the supported employee is included in the same training and supervision provided to all employees. When appropriate, provides

systematic instruction to increase job performance and competency. Provides or ensures disability awareness training for supervisors and coworkers.

- May supervise other training staff in service provision to the supported employee.
- Coordinates with long-term support providers, such as a Medicaid waiver provider or the local mental health agency, to ensure the supports necessary for the employee to maintain employment.
- Develops ongoing relationships in the community with community businesses and organizations to expand knowledge of employment opportunities.
- Generates reports and documents activities using current forms, as deemed appropriate by the agency funding the employment outcome.
- Providing guidance to one or more individuals at the job site to ensure successful participation in appropriate activities of daily living. This includes the development of self-help skills, leisure skills and functional academic or vocational skills.
- Actively supporting the individual in achieving success and integration while in the community, and at the worksite.
- Completing time studies every 6 months or as needed.
- Complete all required documentation in an efficient and timely manner.
- While in the community be a role model to the individual's you serve as well as be a representation of Karina Association at times.
- If requested/directed, timely attendance and participation in meetings, including but not limited to: staff meetings, clinical meetings and medication reviews.
- Assuring that the fundamental rights of each individual in the program are secured.

Characteristics of a Supported Employment Specialist

At any given time, the SE Specialist demonstrates these roles:

- **Explorer**, implementing the discovery process.
- **Planner** and **organizer** of details, materials and reports.
- **Facilitator** of team meetings and coordination of activities.
- **Communicator** with Counselor, the supported employee, their family, legal representative or other members of the circle of support.
- **Negotiator** with employers and the business community.
- **Trainer** to assist the supported employee skill development and task performance.
- **Recruiter** of family members, friends, providers, supervisors and co-workers to ensure extended supports.
- **Supervisor** of other training staff working with the supported employee.
- **Consultant** to employer or other members of the employment team.

Other Duties & Responsibilities

Supervision and Coordination of Training

- A Supported Employment Specialist creates, develops and coordinates the training for the supported employee at the job site. They may be an “all-in-one” and provide the training at the job site on their own. Many times, however, the supported employment specialist

will direct the activities of a other staff, such as a job coach, or perhaps a coworker on the job.

- The SE Specialist monitors the supported employee's progress and be up to date with any problems or concerns on the job. If the job coach or a coworker sees a need for change in the job, support services or training methods, you should be involved in the process to create the change. You are the primary contact with the employer when changes need to be made to the job position, specific tasks and environments.
- It is best practice to maintain progress notes, data on job skills improved or obtained, accommodations or assistive technology used in the process of work. Information from training progress notes and data collection can be used to complete of agency reporting forms and invoices.
- May perform other duties as assigned.

What does Karina Association need from me?

- High school diploma or equivalent, some college is preferred.
- Must have valid driver's license and positive driving record with access to daily use of personal vehicle to travel within assigned region.
- Excellent time management and customer service skills. Must be able to complete reports and Daily Notes in a timely manner and must demonstrate the ability to organize and properly document that which is required by Medicaid/DDA regulation and by Karina Association.
- Must also demonstrate an understanding of adult rights and self-determination and assure that the individuals to whom he/she provides support are afforded these rights.
- Must obtain all trainings (DSP and CESP Certification) as required by DDA and Karina Association within the time frames specified.
- A skill set that includes the ability to interface in a professional manner with Karina Association staff, parents, school system personnel and other professionals.
- Excellent oral, written and presentation skills.
- Strong ability to think creatively and develop strong internal and external relationships and resources.
- Availability to work a 20-40 hour work week/weekends.
- Technical knowledge to operate a laptop, Zoom/Skype and use Microsoft office suite.
- Knowledge and experience in Occupational therapy is a plus.

Preferred Skills and Qualifications

- CPR/First Aid Certification
- DSP, MANDT, and CESP Certifications. Training is provided by Karina Association

What else do I get at Karina Association?

In addition to an amazing company culture and team environment, eligible employees are entitled to an array of company benefits, including:

- Comprehensive health/dental/vision insurance

- Paid time off (annual, sick, holiday)
- Anniversary day
- Tuition assistance
- Employee referral bonus
- Jury duty leave
- Bereavement leave
- Free parking
- Travel reimbursement

Qualifications

Behaviors Required:

Loyal: Shows firm and constant support to a cause

Team Player: Works well as a member of a group

Dedicated: Devoted to a task or purpose with loyalty or integrity

Motivations Required:

Flexibility: Inspired to perform well when granted the ability to set your own schedule and goals

Ability to Make an Impact: Inspired to perform well by the ability to contribute to the success of a project or the organization

Education Required:

Some College or better.

Karina Association is an Equal Opportunity Employer. We encourage all qualified candidates to apply. It is our policy to recruit, hire, train, and promote individuals without regard to race, color, religion, age, sex, national origin, veteran status, status as a qualified individual with a disability, sexual orientation, or any other category covered by applicable law.