Mat-Su Services for Children and Adults

**JOB TITLE:** Supported Employment Specialist I

**EMPLOYMENT CLASSIFICATION:** Non-Exempt

**POSITION TYPE/HOURS OF WORK:** This is a variable hourly position. The supervisor will determine the quantity of hours per week as the job duties demand based on the needs of the consumer. **Weekend and evening work** may be required.

**DEPARTMENT:** Community Supports

**REPORTS TO:** Front Line Supervisor, Community Supports Supervisor

**SUPERVISORY RESPONSIBILITIES:** None

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**Core Values:** Person-Centered, Choice, Respect, Excellence, Advocacy, and Teamwork

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**Position Summary:** Under the supervision of the Front Line Supervisor (FLS) and the Community Supports Supervisor (CSS), the Supported Employment Specialist I will perform direct job skills training, on-going monitoring and follow up on consumer job performance; and documentation of consumer’s progress towards goals. When applicable, complete progress reporting to funding agents, conduct employer satisfaction surveys, prevailing wage surveys, and quarterly consumer time studies.

**Essential Responsibilities:**

1. Job Site Training and Advocacy
2. On-going Monitoring and Follow Up
3. Individual Plans of Care
4. Transportation/Driving
5. Job Relations/Professional Interaction/Communication
6. Health and Safety

**Specific Job Duties:**

**1) Job Site Training and Advocacy**

* Provide systematic training in direct and indirect work skills.
* Provide training in interpersonal and advocacy skills in order to assist employers and co-workers in helping consumers meet the demands of an integrated work environment.

**2) On-Going Monitoring and Follow Up**

* Monitor consumer job performance by obtaining systematic measures of direct and indirect job skills data; collect qualitative information from employers, co-workers, parents and consumers; analyze and interpret those data to be used to effectively support the consumer in a paying work environment.
* Provide retraining and employee meditation when necessary.
* Maintain current documentation on all consumer activity.
* Report all occurrences of consumer abuse or neglect by complying with agency and state mandated reporting requirements and processes.

**3) Individual Plans of Care**

* Provide information to FLS to assist in developing the Plan of Care regarding goals, objectives and methods to evaluate consumer progress.
* Print Therap Reports, review the reports and be prepared to discuss at quarterly meetings and/or Plans of Care.
* Implement POC goals and/or amended goals, objectives, as prescribed by the Team.

**4) Transportation/Driving**

* Coordinate and assist the transportation supports of consumers as needed.
* Drive consumers to and from worksites.
* Drive to meetings and worksite visits.
* Provide other transportation, as needed.
* Maintain an Alaska Driver’s License.
* Maintain an acceptable driving record according to MSSCA standards.
* Operate personal vehicle in use for agency business in a safe manner and in accordance with Alaska State law and agency policies and practices.
* Report any driving violations within 24 hours to supervisor, whether or not the violation is work related.
* Maintain State of Alaska motor vehicle insurance policy requirements, on motor vehicle used to perform job duties and maintain a current copy on file with MSSCA Human Resources department.

**5) Job Relations/ Professional Interactions/ Communication:**

* Adhere to and provide services in accordance with agency’s policies and procedures, mission and core values.
* Work as part of a team.
* Show maturity and leadership in interpersonal staff relationships and assist others on the team; Demonstrate behaviors that indicates respect and courteousness to consumers, families guardians, co-workers and other colleagues.
* Demonstrate positive respectful communication with consumers, families, legal guardians, agency staff, interagency staff and members of the community.
* Demonstrate behaviors that respect the values and lifestyles of employees, consumers and individuals throughout the agency.
* Use people first language in interactions with staff and consumers.
* Maintain employee and consumer confidentiality at all times.
* Reference and utilize process outlines in MSSCA’s policies and procedures to resolve any conflicts that may arise.

**6) Health and Safety**

* Maintain a constant level of alert to be able act safely on behalf of yourself, consumers, and co-workers.

**Minimum Qualifications**

* **Education:** Have a high school diploma, GED, or demonstrate ability to read written instructions and make appropriate chart notes. Must possess the ability to communicate with the recipient to whom s/he is assigned, and with his or her supervisor.
* **Experience and Skills**: Must be 18 years old. Paid or unpaid experience providing direct care and/or training in a related field of human services. Time management and organizational skills are required for success in this position.
* **Licensure, Certification, Registrations and Pre-Hire requirements:** A current TB test, valid Alaska driver's license with two (2) years licensed driving experience, and proof of automobile insurance must be submitted prior to employment. Successful candidates must submit to a criminal background check as required by state regulation which includes providing one clear fingerprint card before hire. Candidate must provide five verifiable references.

**Beneficial additional education, experience, training and/or documented skills in one or more of the following:**

* Additional education or training in human services or a related field.
* Credentials from the National Alliance for Direct Support Professionals.
* National Certificate in Employment Services.
* One or more years working in the Supported Employment field as a direct support.

**Ongoing Requirements:** Attend all required trainings and maintain all certifications required for this position.

Required trainings provided by MSSCA:

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| * Welcome to MSSCA new hire orientation
 | * Body Mechanics
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| * HIPAA (annually)
 | * Mandatory Reporting Requirements
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| * Driver Safety (every 3 years)
 | * Employee Safety
 |
| * Connecting to MSSCA
 | * Anti-Harassment & Diversity
 |
| * Assisting with Medications
 | * Provider Tools & Rules
 |
| * Documentation Training
 | * Therap Training
 |
| * Blood Bourne Pathogens (annually)
 | * CPR for Adults and Children (every 2 years)
 |
| * First Aid (every 2 years)
 | * MANDT (annually)
 |
| * Intermediate Computer Training
 | * Building security and alarm training
 |
| * IT Security Awareness (annually)
 |
| * Required CDS core curriculum courses assigned by position-see attachment.
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**Other Requirements:**

* **Interpersonal**: Ability to interact with management, supervisors, employers, staff, consumers and families in a courteous and respectful manner. Must be able to take direction from supervisor and follow through with requests.
* **Attendance:** Must be able to consistently and punctually report to work as scheduled. Must be able to consistently work the full scheduled hours necessary, as defined by the supervisor, to perform the primary functions of the position.
* **Physical:** Must possess the physical agility, mental, and emotional capabilities needed to fulfill the job requirements of the specific individualized services provided to each consumer. This position requires moving throughout a variety of homes, government and community buildings, and in and out of motor vehicles, and operating a motor vehicle. Must be able to lift 50 lbs on a regular basis. Must be physically capable of performing CPR and MANDT techniques.
* **Emotional:** Must maintain appropriate professional and ethical boundaries when dealing with consumers, guardians, staff and supervisors. Must recognize limitations, provide services only within area of competency and utilize appropriate referral resources. Must be able to maintain a professional public demeanor, even under stressful circumstances and when dealing with individuals in crisis.
* **Sensory:** Must possess typical or corrected vision that allows for driving in various lighting conditions; reading handwriting of varying legibility and reading from computer screens. Must be able to articulate clearly when communicating verbally. Sense of hearing must allow for effective communication with a wide variety of individuals, including those who have strong accents or difficulty articulating clearly.
* **Cognitive:** Must possess the ability to read and follow written instructions, understand and clarify verbal instructions, write legibly, and document services provided to consumers, as well as, possess problem solving skills to assure consumer health and safety.
* **Language:** Must possess the ability to communicate with consumers to whom he/she is assigned and with his or her supervisor.
* **Math and Computer Skills:** Must be able to perform simple math functions (add, subtract, multiply and divide) and basic computer skills in order to accurately complete timesheets and progress notes.

**Work Environment:**

* **Weekend and evening work may be required.**
* **Environment:** Must be able to work in a variety of home and community environments. Some extensive driving with varying road conditions may be required and exposure to a variety of climates. Noise, lighting, and odor levels will vary depending on the community location in which services are delivered.
* **Hazards:** May have exposure to blood and bodily fluids; personal protective equipment is required for contamination-risk activities. This position may require de-escalating verbally or physically aggressive individuals according to identified procedures and individual support plans. Unpredictable consumers and family interactions are possible.

**Disclaimer:** This job description reflects the agency’s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract of employment. Your signature indicates that you have read the job description and understand the essential functions and qualifications of the job.

**Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature: Date:**

**Prepared by:** Sheri Brody **Date:** 11/05/11

**Approved by:** John Cannon **Approved by:** JC **Date:** 03/31/12 **Revised format by: HR Date: 02/26/14**

**Reviewed/Revised by:** SRK **Date:** 1/8/15

**Revised by:** HR Date: 6/09/16

**Revised by:** HR Date: 3/31/17

**Revised by:** HR Date: 12/26/17

Revised by: HR Date: 4/23/18