



Job Description

Job Title:	Employment Consultant, Grade 5
Reports to:	Lead Employment Services Coordinator
FLSA Status/Schedule:	Non-Exempt; 30+ hours per week
Location:	Throughout the county of service

ARISE's mission is to work with people of all abilities to create a fair and just community in which everyone can fully participate.

Job Summary:

The Employment Consultant maintains an active caseload of individuals in Supported Employment and Direct Placement. This incumbent also develops jobs in the community that meet the needs of the individuals, and forms relationships with area employers to ensure placements.

Qualifications:

- Proven commitment to successful community integrated employment services
- Excellent communication, interpersonal, and organizational skills
- Solid computer skills; proficiency in MS Word, Excel; and ability to learn new software
- Proven ability to multitask and meet multiple deadlines in a timely fashion
- Bilingual fluency a plus
- Valid NYS Driver License and reliable transportation
- Physical demands of the job include being able to: stoop, kneel, reach, push, pull, sit, stand, walk, talk, hear, listen and communicate appropriately

Educational Qualifications:

- Bachelor's degree in a related field and one year of qualifying experience providing direct services beyond routine personal care or supervision to individuals with disabilities in a rehabilitation program or facility, or providing vocational and educational services to individuals with disabilities in the areas of assessment, counseling, job coaching, guidance, placement, or job development

OR

- An Associate's degree or 60 college credits, and two years' experience in service delivery to individuals with disabilities

OR

- A combination of education and four years of qualifying experience providing direct services beyond routine personal care or supervision to individuals in a rehabilitation program or facility, or providing vocational and educational services to individuals with disabilities in the areas of assessment, counseling, job coaching, guidance, placement or job development, which in the judgment of ACCES-VR reviewers is substantially equivalent to the standards above

Essential Functions:

- Provide services under the ACCES-VR, NYSCB,OPWDD and HCBS contract
- Maintain an active caseload
- Prepare each individual to be "job ready" which may include but is not limited to: reviewing interview skills, assisting with the creation of resumes, and supporting the completion of job applications
- Develop professional relationships with area employers to ensure placements
- Provide job coaching services
- Write contemporaneous case notes in compliance with funders' requirements
- Submit accurate service documentation consistently within required deadline
- Meet with OPWDD, ACCES-VR representatives and other providers, as needed
- Attend relevant and mandatory trainings
- Assist in organizing and maintaining individual records to ensure regulatory requirements are met
- Collect and enter data into the appropriate database
- Meet regularly with supervisor
- Maintain professional conduct/detachment from personal involvement with individual(s) supported and/or their family members
- Actively participate in community events, as needed
- Assure the mission of ARISE is furthered by program undertakings that enhance the rights and interests of people with disabilities
- Consistently exhibit professionalism and integrity as a representative of ARISE
- Uphold agency's policies including but not limited to: Code of Conduct and Ethics, Corporate Compliance, and HIPAA
- Exercise sound judgment as a matter of course and hold protected health information and other sensitive information in the strictest of confidence in accordance with ARISE and HIPAA policies
- Other duties as assigned

Benefits:

- Generous paid time off includes:
 - 12 holidays
 - 20 Earned Time Off days in years 1 & 2; increases to 25 ETO days after 2 years
- Participation in the 401(k) plan can start soon following date of hire; employer match after one year includes 100% vesting immediately
- Very affordable, comprehensive group medical insurance coverage, as well as dental and vision coverage
- Flexible spending arrangement (medical / dependent care)
- Free life insurance and long term disability coverage
- Free / Confidential Employee Assistance Program
- Option to enroll in voluntary benefit plans at annual open enrollment