



## Job Description

**Job Title:** Employment Services Coordinator, Grade 6  
**Reports to:** Director of Community Programs and Services  
**FLSA Status/Schedule:** Non-Exempt; 37.5 hours per week  
**Location:** Syracuse with expected travel throughout the community as well as to ARISE satellite locations, as needed

**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 Services Coordinator provides support to the Employment Consultants and the Job Coaches. Guides and supports staff providing Employment Services. Exercises sound judgement as a matter of course and maintains professionalism. Assures the mission of ARISE is furthered by program undertakings which enhance the rights and interests of people with disabilities. Demonstrates integrity that guides the Employment Services Staff as well as assures the code of conduct, HIPAA, corporate compliance and all ARISE policies are upheld.

### Qualifications:

- Commitment to successful community integrated employment services
- Excellent communication, interpersonal, and organizational skills
- Solid computer skills; proficiency in MS Word, Excel as well as proven ability to learn new software
- Proven ability to multitask and fulfill multiple deadlines in a timely fashion
- Bilingual fluency a plus
- Valid NYS Driver License and reliable transportation

### Educational Qualifications (candidates must meet one of the criteria listed below):

- 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 direct support to staff providing Employment Services
- Provide services under the ACCES-VR, NYSCB and OPWDD contract as necessary
- Assist in the hiring process of new staff and oversee staffing needs, as required
- Complete, assign and review all requirements related to the Employment Program including, but not limited to, intakes, billing, reporting and documentation required by funders
- Address issues, concerns and questions related to individuals supported, parents, advocates, and other service providers
- Meet with OPWDD, ACCES-VR representatives and other providers as necessary
- Attend relevant and necessary trainings
- Assist in organizing and maintaining individual records to ensure regulatory requirements are met; assist in organizing and maintaining individual case records
- Collect and enter data into the NYESS System
- Meet regularly with supervisor and relevant staff
- Maintain professional conduct / detachment from personal involvement with individual(s) supported and / or their family members
- Uphold agency policies including Corporate Compliance
- Actively participate monthly in the Disability Mentoring Day (DMD) committee or other community events
- Assist with informing staff and individuals when program changes occur
- Hold protected health information and other sensitive information in the strictest of confidence in accordance with ARISE and HIPAA policies
- Represent ARISE professionally by demonstrating the highest ethical standards
- 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 as soon as the first of the calendar quarter 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