



## Job Description

**Job Title:** Employment Consultant, Grade 5  
**Reports to:** Employment Services Coordinator  
**FLSA Status/Schedule:** Non-Exempt; 37.5 hours per week  
**Location:** Throughout 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.**

### 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:

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

### Essential Functions:

- Provide services authorized by ACCES-VR (Adult Career & Continuing Education Services – Vocational Rehabilitation)
- Provide employment services and supports authorized by OPWDD (Office for People With Developmental Disabilities)
- 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