

SIFFRIN INC.  
Job Description

**Title:** Employment Support Specialist

**FLSA Status:** Non-Exempt

**Essential Functions:**

To provide on-the-job training to individuals with developmental disabilities.

To provide input and assist in the development of an employment plan.

Completion of written documentation and daily accountability forms as required.

To assess employment skills of individual and determine training areas.

To analyze job tasks to develop training programs.

To provide supervision to the individual at the worksite.

Learn and utilize all special adaptive equipment as needed.

To advocate for integrated relations with employer and co-workers.

To utilize fading techniques to withdraw staff supports as appropriate.

To negotiate work-related issues with employers, such as schedule, site modifications, etc.

Assist in providing a safe working and learning environment.

Maintain a high standard of quality production as per employer's expectations.

Attend meetings as assigned by supervisor.

Arrange for or provide transportation to and from the worksite.

Develop job opportunities as needed.

To market the program and be a good representative in the community.

To implement agency and department policies and procedures, and maintain compliance with all laws, codes, regulations and standards.

To participate in at least 10 hours of on-going training or special inservices per year, including the maintenance of CPR and First Aid Training, and annual update on Bloodborne Pathogens, in compliance with OSHA standards.

To complete duties as assigned by the Coordinator of Program Services.

To follow the Code of Ethics in fulfillment of duties.

Other duties as required.

**Qualifications:** High School Diploma/GED required, bachelor's degree preferred. Must have a valid Ohio driver's license and no more than 4 points and/or 2 convictions in the past two years on their license. Must possess effective verbal and written communication skills. Must not have a criminal record, which includes felonies or misdemeanors, which are in conflict with Senate Bill 38 or agency policy. Must pass a pre-employment drug test.

**Interaction:** The Employment Support Specialist is supervised by the Manager of Employment Support Services.

**Schedule:** Works flexible hours as needed to complete the duties of the job.

Employment Support Specialist Name \_\_\_\_\_

ESS Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager of Employment Support Services Signature \_\_\_\_\_