

Community Employment Specialist
Classification Level NE 3
Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

Internal & External: 12/16/2024
Hours: Up to 40/week
Apply To: Gary Eckstein

REPORTS TO: Vocational Outreach Manager
HAS DIRECT REPORTS? No

JOB SUMMARY:

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The Community Employment Specialist is responsible for assisting adults with varying levels of capabilities, interests, and needs to achieve their vocational goals. The successful candidate will work directly coaching individuals, negotiating with employers, and communicating with the Division of Vocational Rehabilitation (DVR).

TYPICAL RESPONSIBILITIES:

1. Provide one-on-one service for DVR clients including; consultation reporting, readiness and effectiveness assessment, job development, job coaching and follow along services.
2. Ensure that customized employment opportunities meet the needs of the job seeker and the employer.
3. Facilitate the discovery process to determine interest in community employment through a combination of work experiences with individuals and small groups.
4. Lead soft skill training in a variety of settings for individuals and small groups.
5. Ensure that employment plans are focused on community inclusion and empowerment of individuals.
6. Communicate effectively with agency, DVR, and funding source personnel.
7. Provide support throughout job seeking and job coaching once employment is secured.
8. Support individuals seeking competitive community employment in all programs focusing on the link with DVR.
9. Prepare reports according to technical specifications.
10. Use on-line secure reporting processes to standards.
11. Responsible for the safety of all individuals under this position’s supervision.
12. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
13. Perform other duties as assigned by supervisor.

OCCASIONAL RESPONSIBILITIES:

1. Attend a variety of community events as a KAC representative for employment services.
2. Attend community meetings including DVR provider, employment first, and the aging and disability resource board.
3. Provide personal care as needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KAC IS AN EQUAL OPPORTUNITY EMPLOYER
Revised 12/16/2024

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While the work hours are typically 8 AM to 4:30 PM, occasional evening and weekend hours may be required to perform job coaching, attend interviews with consumers and assist with orientation of on-job training of consumers at community work sites. This position requires some job coaching at community work sites that may include (but are not limited to) restaurants, factories, offices, schools, retail stores, recreation facilities.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in human services or a related field
- 1 year of experience working with adults with disabilities
- Must have a vehicle that the KAC determines to be in good working order
- Must have a valid driver's license, clean driving record, and insurance
- Oral and written communication skills
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders

PREFERRED QUALIFICATIONS:

- Second language, Spanish or ASL

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 75% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 80 pounds with help, 40 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources, and evaluating the performance of others.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is varied.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.