

**WESTVIEW SERVICES, INC.**  
**JOB DESCRIPTION**

**JOB IDENTIFICATION**

POSITION TITLE: Vocational Specialist  
PROGRAM: Supported Employment  
CLASSIFICATION: Non-exempt  
Work Hours: Determined by the Program Design  
REPORTS TO: Program Manager  
REVISED: September 2005

**RESPONSIBILITY**

To train adults with disabilities to be successful in employment.

**ESSENTIAL FUNCTIONS**

1. Understand, support and implement the goals/objectives in the consumer's Individual Centered Plan (ICP).
2. Provide consumers with mobility training and instruction in work and community skills as required.
3. Perform vocational assessments with consumers to determine suitability for employment.
4. Train and encourage consumers to exhibit appropriate behavior at work and in the community.
5. Facilitate consumer's interaction at the worksite with co-workers and management staff.
6. Provide training, advocacy and supervision of consumers as they learn their job tasks and on-going support as required.
7. Maintain current and accurate files on all assigned consumers.
8. Maintain and protect the confidentiality of all consumer information.
9. Complete and submit billing documentation, as well as, accurate timesheets and mileage reports. Additionally, complete required documentation, including the case notes on a daily basis and month end reports, accurately and thoroughly and submit on time.
10. Build strong relationships with employers by making frequent employer contacts and follow-up on any issue or question they have. Market program by passing potential job leads on to program management. Inform your manager or the Employment Specialist of any issues.
11. Observe consumers when with them for any physical changes and signs in behavior or demeanor that could be a result of illness, abuse, improper dressing or grooming, medications, etc. Report any observations to your supervisor.
12. Perform all duties to uphold, respect and advocate for the Client's Rights.
13. Report immediately to your supervisor any incident involving a consumer.
14. Build and maintain a positive relationship with all Westview Services, Inc. care providers, employers, service coordinators, Department of Rehabilitation counselors, staff and the community. Including, performing all duties to professionally represent, exemplify and champion Westview Services, Inc.
15. Participate in consumer assessment, planning and evaluation processes as required.
16. Communicate on a regular and on-going basis with Employers, Supervisors and Employment Specialist team.
17. Adhere to all driving laws and regulations as well as Westview Services, Inc. policies and procedures, as required.
18. Comply with all state, federal, local laws and regulations as well as Westview Services, Inc. policies and procedures.
19. Attend and participate in all mandatory training, in-services, and staff meetings.
20. Perform all other duties, as assigned.

**POSITION REQUIREMENTS**

1. On time regular attendance.
2. Must dress in appropriate and clean attire. Additionally must wear closed toed shoes that do not fall off.
3. Must have a valid and appropriate driver's license.
4. Must have current basic liability coverage on personal vehicle and proof of the insurance.
5. Must have a current vehicle registration of personal vehicle.
6. Must have a driving record that meets the requirements of Westview Services, Inc. policy and Westview Services, Inc. insurance carrier underwriter requirements, as required.
7. Must have passed post offer health physical and TB test.
8. Must have criminal record clearance.
9. Must have current Basic First Aid and CPR certification.
10. Must be comfortable working with adults with disabilities.
11. Must have strong customer service skills.
12. Must have strong organizational skills including ability to follow-up, detail-oriented, ability to multi-task.
13. Must be able to maintain confidentiality.
14. Must exercise good judgment and make competent decisions.
15. Must be able to be flexible, work closely and cooperatively with the entire team.
16. Must be able to organize, plan, coordinate and execute the Individual Centered Plan (ICP).
17. Must be able to read, write and communicate in English.
18. Must be able to know and uphold the Client's Rights.
19. Must be able to drive personal vehicle as required.

**PHYSICAL & MENTAL REQUIREMENTS**

1. Able to sit and stand for extended periods of time.
2. Able to walk for extended periods of time.
3. Able to push and pull for extended periods of time.
4. Able to visually see for extended periods of time.
5. Able to hear and listen for extended periods of time.
6. Able to speak for extended periods of time.
7. Able to bend, squat, stretch, twist or reach out with the body, arms and/or legs as required.
8. Able to drive for extended periods of time.
9. Able to work outside for extended periods of time as required.
10. Able to lift 30 pounds.
11. Able to write daily and monthly reports and complete all required documentation.
12. Able to maintain a high level of mental concentration.
13. Able to work in a fast-paced environment.

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING**

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties or other responsibilities not listed. Westview Services, Inc. reserves the sole right to add, modify or exclude an essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any job requirement by the employee, is intended to create a contract of employment or any type of contract. Employment is "at-will" and may be terminated at any time by the employee or employer, without cause or notice.

I have read and understand this job description and I have received a copy.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date