

LINK ASSOCIATES JOB DESCRIPTION

POSITION TITLE: Direct Support Professional - Employment Training Specialist (DSP-ETS)
REPORTS TO: Employment Supervisor (ES)
DIRECTLY SUPERVISES: None

POSITION SUMMARY

Instruct and coach persons served in Supported Employment and Skills Training Program positions with outside employers and/or businesses. Act as a liaison between persons served and employer and/or internship site providing feedback to support persons served continued success. Assure quality services are provided in compliance with all accreditation and organizational standards. Assist in the development and ensure the implementation of the CCSP & MCO Plan and the required documentation for persons served.

ESSENTIAL JOB FUNCTIONS

- Instruct, supervise, support and assist persons served in competitive employment and training programs in the community, in accordance with the CCSP.
- Serve as a resource to persons served and employers and/or internship sites to help persons served succeed in integration into the work environment.
- Provides bus service training to persons served, arrange transportation as needed for persons served to and from job sites.
- Complete documentation for persons served that is complete, accurate, and represents individual goal obtainment.
- Ensure a safe and productive environment by providing supervision of persons served and instruction of persons served on safety procedures of their workplace.
- Ensure progress is being made and recorded for programs and ensure implementation of each CCSP & MCO Plan for persons served.
- Assist in the development of the CCSP & MCO Plan for persons served as assigned, including pre and post staffing paperwork and on-going progress on goals. Punctually and professionally attend meetings for persons served as assigned.
- Attend and complete necessary training in accordance with department/agency requirements regarding providing supports to persons served in a safe and dignified manner.
- Demonstrate flexibility in work hours and locations to account for non-traditional work hours, including evenings and weekends that supports persons served seeking and/or maintaining employment.
- Represent Link Associates to internal and external stakeholders, persons served and the community in a professional manner.
- Complete and submit as instructed all required documentation in a manner that is legible, accurate, and inclusive of all required information.
- Report to work hours as scheduled.
- Be awake and alert during your time at work. (Staff in the residential services programs are allowed to sleep when those they support are asleep with the expectation you will be awake and actively supervising persons served when they are awake.)
- Assist supervisor with other duties as assigned.

GENERAL AREAS OF RESPONSIBILITY

- It is the responsibility of each Link Associates employee to:
 - Treat all persons served with dignity and respect, prioritize needs of and advocate for the people we serve.

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Approved 4/2014

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Reviewed: 3/21

- Maintain confidentiality of agency, people served, employee and salary information.
- Promote the human dignity, rights, safety and well-being of persons served.
- Professionally and ethically handle money and property of the agency and persons served.
- Fulfill all responsibilities as a mandatory reporter.
- Display a positive attitude towards people served, programs and the agency.
- Demonstrate good communication with people served, supervisors, peers, outside resources and family/guardians.
- Demonstrate good attendance
- Punctually attend all assigned meetings, in-services and trainings.
- Demonstrate involvement as a team member.
- Adhere to all applicable regulations, laws, policies, procedures and know and understand your job description.
- Submit paperwork and meet job responsibility deadlines as assigned.
- Transport persons served with agency or own vehicle as assigned.
- Maintain all required trainings/approvals/licensures/certifications.
- Perform duties in a safe manner, in order to prevent injury to themselves and others.
- Participate in and see their role in community relations and fundraising efforts.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor’s degree in Education, Social or Human Services with two (2) years related successful work experience. Exceptions must receive prior approval from the Executive Director.
- Must complete 9.5 hours of approved training within 6 months & annually thereafter.
- Must meet agency policy on transportation, background checks and provide on-going proof of personal vehicle insurance.
- Meet agency Medication Manager Certification as assigned.
- Possess ability to work on a daily basis utilizing standard office and shop equipment.
- Proven proficient ability to implement agency rules and procedures, use verbal, presentation, and written communication skills, human relation skills, team working skills, and organizational skills.
- Position will contain Medium physical work consisting of occasional 2-handlifting from floor to waist of up to fifty (50) pounds and occasional 2-hand push/pull of up to sixty (60) pounds of force. This position consists of frequent standing, walking and reaching. The position requires frequent forward bending or crouching or stooping. The employee will need to occasionally climb stairs without the use of railings and occasionally sit.

This job description does not state or imply that the above are the only duties and responsibilities assigned to the position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. Each employee is responsible for knowing and following Link Associates Policies and Procedures.

I have received and have had the opportunity to ask questions on the contents of this job description and my signature indicates that I am able to complete the essential functions of the job. I understand that it is my responsibility to immediately report to my supervisor any change in my ability to complete essential job functions.

Employee Signature

Date Signed

Employee Printed Name

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