

Northeast ARC, Inc.  
**JOB DESCRIPTION**

Title: Job Developer

Division: Day Services-Supported Employment

**Supervised by:** Program Director of Supported Employment

**Supervises:** N/A

**Primary Responsibility:** To secure successful community employment for those individuals in the Day Services Division who have been identified to participate in job development activities. To provide employment readiness training to those individuals who are ready for competitive employment but for whom training needs have been identified.

**Knowledge/Skills/Quality of Work:**

- Demonstrate and implement knowledge of Northeast Arc Policies, Day Service Division standards as well as funding source regulations
- Perform duties in conjunction with the Day Service Team to meet the needs of all individuals.
- Understand the clinical and social needs of the individuals receiving services.
- Apply high work standard, establish criteria to achieve a high level of service delivery
- Must follow and implement Northeast Arc Code of Conduct when ever performing work responsibilities.

**Judgment:**

- Be able to make sound clinical decisions and appropriate interventions
- Seek assistance from appropriate personnel when necessary
- Be able to make decisions on appropriate placements for individuals served.

**Responsibilities:**

- Meet with assigned individuals who are not yet competitively employed to conduct assessments and facilitate career planning, interest inventories, resume writing, pre-employment trainings, and any additional tasks assigned.
- Search for appropriate placements for assigned individuals out in the community through cold calls, walking into companies, contacting existing employers, and networking.
- Work in conjunction with the Day Services Team (Directors as well as the individual's direct support staff) to ensure placements are appropriate for the identified individual and to develop a job coaching/support plan once a placement is secured.
- Document all contacts made on the appropriate forms and complete all follow-up activity necessary to secure placements.
- Participate in supervision, general staff meetings and trainings as scheduled.
- Support CPS staff with job coaching needs and ensuring the appropriate level of support is being provided to persons served with competitive jobs.
- Attend additional trainings as required by the Program Director to ensure safety and well being of individuals.
- Adhere to the assigned activity/work schedule specific to the Program as developed by the Program Director when applicable

- Transport individuals in own car during job development as well as to and from interviews and community jobs when no other agency vehicles or other applicable options are available. (with mileage re-imbursement)
- Be able to communicate in both written and oral formats
- Be able to present information regarding any individual in professional manner in all settings including: meetings, phone contact, daily written documentation and /or email correspondences
- Maintain on-going communication with all members of an individuals team
- Follow HIPPA, Security regulations and /or guidelines and maintain confidentiality at all times.
- May need to maintain records for an individual's cash on hand accounts in accordance with Northeast policy and procedures
- If utilizing agency funds must appropriately manage, obtain receipts for all purchases and adhere to Northeast Arc policy and procedures.
- Assist in obtaining appropriate community placements for individuals and provide access to those placements. Provide on going support and education to individuals to maintain community employment/volunteer placements.
- Provide supervision and serve as a role model for persons served and in house employees in developing expected behaviors and assist in developing interactive skills as it pertains to employment.
- Adapt or modify individual environments to ensure optimal independence when necessary.
- Provide job coaching support when required to do so.
- Complete incident, accident and other reports in a timely manner as required by the Northeast Arc.

#### Crisis intervention

Consistently carry out treatment plans

Intervene in crisis situations as needed

Demonstrate PAC maneuvers as needed

Complete appropriate funding source paperwork.

#### **Case Management:**

- Complete and file all necessary paperwork in the confidential records and ICE Manuals of the individual when they are receiving job development support, job coaching support, pre-employment activities, minutes from meetings attended with the person and any other documentation required from the supervisor.
- Perform all advocacy and case management responsibilities as assigned.
- Complete and maintain written records as assigned by Supervisor: Assist the case manager of the individual receiving job development support in preparing any necessary paperwork as required by funding source for individual's plans, maintain data, write and submit within the identified time frames progress notes or other documents as required.
- Complete all production documentation and information as required on a daily and weekly basis per the Department of Labor Regulations and the Northeast Arc as assigned.

**Rights and Dignity:**

- Ensure that the human, civil and legal rights of all individuals are protected by implementing all information obtained from on-going Human Rights and DPPC training.
- Teach and promote dignity and the right of choice with all individuals, their families and the activities of the program
- Relate to individual's in a manner which maximizes human dignity, community integration and opportunities for self-direction

**Safety:**

- Maintain a safe environment as determined by Northeast Arc policies.
- Need to be able to assist in site snow shoveling, lifting work materials and /or moving program related supplies.
- Follow Universal Precautions at all times.
- Participate and implement all Northeast Arc and Day Service Division Standards related to Health and Safety
- Maintain a valid Massachusetts Driver's License
- Ensure that all emergency exits are clear and accessible at all times.
- Attend medication administration training and administer medication as assigned.
- Communicate program needs and the medical/health needs of all individuals to the Program Director or designee.

**Other:**

- Any other duties that, from time to time, may be required.

**Note:** This Job Description is not intended to be all-inclusive, but does include all essential job Functions. Additional job duties may be assigned as necessary. Every job requires the ability to demonstrate applies principles of behavior modification including but not limited to Proactive Alternative for Change (PAC) It is expected that all Northeast Arc employees maintain standards of job performances that are consistent with the ethics and commitments of a professional. (See Code of Conduct)

**Requirements:** B.A., B.S. in psychology or related field preferred or one and two years experience working with adults who are developmentally disabled or other related experiences. Knowledge of sign language helpful. Team player, ability to work flexible hours including evenings and weekends (if applicable). Must has physical capabilities to lift up to 50 lbs. Must be able to communicate in English and/or ASL via direct communication and/or and by telephone or TTY. Must be able to stand/walk up to one hour uninterrupted.

**\* Reasonable accommodations may be made as appropriate and do not effect the normal flow of work.**

*UFR job classification: 135*

*Overtime status: Non-Exempt*

*Approved by:*

*Date: 9/07, 6/08, 10/27/10, 7/11, 12/11*