

JOB VACANCY ANNOUNCEMENT

Employment Coordinator

\$18.00 per hour

GENERAL DESCRIPTION

Under the direct supervision of the Director of Education is responsible for assisting individuals in developing vocational skills, and acquiring and maintaining employment.

HOURS

This is a 40 hours per week position. Some flexibility is required in order to occasionally be available when people supported are working.

This position requires providing 24-hour Support On-Call for 4-5 weeks per year

PRIMARY RESPONSIBILITIES

- Developing employment plans for people seeking jobs
- Assisting individuals in exploring employment possibilities that meet their interests and needs
- Assisting in the instruction and development of vocational skills
- Assisting individuals with DVR and/or Workforce Services applications for employment services
- Arranging, providing, and/or assisting with transportation needs to/from work
- Assisting individuals to learn their job.
- Assisting in the employer/employee relationship to promote employment success
- Completing required documentation and billing forms
- Provides 24-hour Support On-Call for 4-5 weeks per year
- Other duties as assigned

PREFERRED QUALIFICATIONS

- No experience required
- Teaching, training and public speaking experience is preferred

Apply on line at www.arkregionalservices.org

For more information contact Carissa Isom.

Ark Regional Services is an EEO employer.

Effective Date: June 20, 2024

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Supervision Exercised

Yes

Essential Functions

- Assuring adherence to the Vision, Mission, and Values of Ark Regional Services.
- Reading/writing/comprehending the English language.
- Adheres to all Ark safety policies as pertains to their assigned work site.
- Assuring that individuals served are supported in all activities of daily living, including but not limited to mealtimes, before, during and between classes, all protocols, as well as safely transferring or physically assisting people to/from wheelchairs. Depending on the assigned work site, may be required to support or lift up to 50 lbs.
- Assuring that individuals served are supported with necessary personal care. Contact with and the cleaning of bodily fluids may occur (i.e.: vomit, feces, urine)
- Performing the physical components of the Mandt System and CPR/First aid, including but not limited to bending, reaching and supporting weight in order to keep people safe.
- Staying awake and mentally and physically alert during the entire shift.
- Cleaning of work site which requires- bending, lifting, reaching, working on hands and knees, and working with cleaning supplies.
- Attending all Ark required departmental meetings and yearly training within the required time frame.
- Communicating with all people within the professional band of communication.
- Managing stressful situations with respect and dignity for all involved.
- Maintaining driver's license and a motor vehicle record that is acceptable to Ark Regional Services insurance carrier.

Job Duties

- ❖ Developing employment plans for people seeking jobs
- ❖ Assisting individuals in exploring employment possibilities that meet their interests and needs
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MINIMUM QUALIFICATIONS

No experience required. Teaching, training, and public speaking experience preferred.

FLSA STATUS: Non-exempt **OSHA:** Occupational Exposure

Developed: 5/31/2024