

GOODWILL INDUSTRIES OF KENTUCKY

Job Description

- I. Job Title: **Community Employment Specialist** – I, II, or III
- II. Primary Responsibilities: To improve the productivity and employability skills of participants in the Community Employment Program.
- III. Duties:
 - A. Provides services leading to the improved productivity skills of participants enrolled in the Community Employment Program through intervention with the participant and coordination with the participant's supervisor. Services may include vocational counseling, training, development of training materials and modification of working environments.
 - B. Conducts intake interviews and provides vocational counseling to persons served in the Community Employment Program, focusing on work habits, interpersonal skills, and other behaviors and issues impacting work performance.
 - C. Provides intervention as needed in the areas of the participant's life with a main goal of enhancing vocational and career success and a secondary goal of improving the participant's quality of life in other areas.
 - D. Assists each participant in Community Employment develop an Individualized Plan for Career Development (IPCD).
 - E. Implements and monitors progress in achieving IPCD goals.
 - F. Assists in securing other placement sites, when appropriate, and assists with transition to alternative employment.
 - G. Maintains participant confidentiality.
 - H. Follows the Certified Rehabilitation Counselor Code of Ethics.
 - G. Participates in "Let's Go to Work" team projects.
 - F. Performs other duties as assigned.
- IV. IMMEDIATE SUPERVISOR: Workforce Development Manager or Division Vice President.
- V. POSITIONS SUPERVISED: As assigned by the Workforce Development Manager or Vice President.
- VI. JOB QUALIFICATIONS PROFILE: Bachelor's degree required. Prefer experience in working with individuals with disabilities and/or disadvantages. Must possess a valid driver's license and have access to a reliable vehicle.
- VII. EXPLANATION OF GRADE LEVEL:
 - I. As indicated above.
 - II. As indicated above, plus 3 years experience in a rehabilitation/social services environment, such as a Workforce Development Program or Community Rehabilitation Program providing services to individuals who have a disability and/or disadvantage and barriers to employment and/or supervisor's recommendation.
 - III. As indicated above, plus 5 years experience in a rehabilitation/social services environment, such as a Workforce Development Program or Community Rehabilitation Program providing services to individuals who have a disability and/or disadvantage and barriers to employment and/or supervisor's recommendation.

Written: 3/89

Revised: 1/98, 10/02, 2/04, 2/06

An Equal Opportunity Employer

D.O.T. # 094.224-022

O*Net #: 21-1015.00