

Supported Employment Specialist (SES)
Description of Duties, Qualifications and Requirements
Updated October 2015

Team Mission Statement

As a team, we work here because we value the people we support and their fundamental rights to live dignified and fulfilling lives. We are committed to helping them participate in daytime community based activities and vocational endeavors.

Qualifications:

- Demonstrate a basic understanding of what qualifies as a developmental disability and common hallmarks of the population.
- Demonstrate an understanding of ways to respect and preserve basic human dignity, self-worth and self-determination.
- Demonstrate the ability to effectively communicate information in written and oral formats, including basic computer/internet skills.
- Maintain access to a reliable vehicle with a back seat, a valid driver's license and proof of insurance and remain insurable by our insurer.
- Maintain access to a cell phone with adequate available minutes and working voicemail.
- Demonstrate the functional ability to lift 50 lbs and do deep knee bends (often at the same time).
- Maintain the ability to go 6-7 hours without food (required on occasion).
- This position is "at -will," as are all positions at CSN, but due to the length of time required for training and the responsibility level of this position, it is not appropriate for someone expecting to leave abruptly.

Responsibilities:

1. Professional and engaged interactions, communication and teamwork:
 - Present self as a positive role model for consumers, exhibiting behaviors, which preserve health and dignity.
 - Represent the consumer and agency in a professional manner.
 - Communicate in a professional manner with consumers, other team members and agency stakeholders.
 - Complete and turn-in required paperwork.
2. Independent thinking and problem solving:
 - Effectively problem-solve in unanticipated situations in the consumer's workplace and in the community.
 - Recommend objectives for each consumer's care plan and site set ups.
 - Recognize discrepancies, needs for adaptations and/or modifications and then alert and recommend changes to supervisors.
 - Creative problem solving at weekly team meetings.
3. Assist consumers to lead fulfilling and dignified lives by focusing work hours on our mission:
 - Assist consumers to succeed in aspects of employment and community life, which are enjoyed by community members without disabilities.
 - Follow objectives outlined in each consumer's care plan.
 - Provide support and training in the workplace and skill building activities in a way that encourages consumers to maximize independence.
 - Promote maximum participation of consumers while assisting them to maintain quality work.
 - Analyze and maximize opportunities to create/enhance social relationships and natural supports.
 - Assess safety, correcting and reporting problems to avoid accidents.
 - Juggle the needs of multiple consumers at one time.
 - Provide personal care so consumers can maintain health and dignity.
4. Train others (directors decide when you are ready to train and on what):
 - Provide education, training and support to those, in the workplace and in the community, who interact with consumers.
 - Provide training to coworkers on consumer specific and site related needs.

Salary and Benefits:

- Pay starts at \$12.05/hour. Status: hourly, non-exempt.
- Personal time accrual based on longevity and start date.
- Cell phone reimbursement commensurate with needs of the position.
- Mileage reimbursement set annually by the Board of Directors.
- 40 hours/week.
- Eligible for Health and Dental Insurance, Long and Short Term Disability Insurance, 401k, as well as \$25,000 in Life Insurance.