

Job Description

Employment Consultant

Position Title: Employment Consultant
Reports to: Program Director
Level & Employment Type: Full-time, Level I
FLSA: Non-exempt, hourly, overtime eligible

Cascade Connections is seeking compassionate and dedicated employees to join our team immediately. We strive to employ individuals who desire to make a difference in others' lives by enhancing every aspect of the lives of adults with disabilities.

Job Summary:

Support persons with disabilities referred to Cascade Connections for vocational services. Cascade Connections' customers are typically referred from the Division of Vocational Rehabilitation and Developmental Disabilities Administration. This position requires varying skills and duties based on the particular customer's unique skills and abilities and their vocational goals. A key component of this position is job coaching and support connections made in the community.

Job Requirements:

- Ability to work well with people and demonstrate leadership qualities
- Ability to make quick independent decisions
- Must be 18 years of age and have a high school diploma or equivalent
- Willingness to work non-standard work hours to meet immediate, short term coaching needs
- Reliable transportation
- Ability to return phone calls and emails in a timely manner
- Able to present yourself in a professional manner to employers, customers, and other stakeholders
- Strong organizational skills
- Ability to work independently as well as in a team environment
- Ability to prioritize tasks and time management
- Ability to use Microsoft business applications
- Effective and professional written and verbal communication skills
- Successfully pass a DSHS background check
- Belief that all people can and should work

Additional Requirements: (to be obtained within time frames specified)

- Orientation & Safety Training and Policy & Procedures Training (first day of employment)
- First Aid/CPR/AED Certification (within 30 days of hire, prior to working unsupervised)
- Blood Borne Pathogens (within 30 days of hire)
- Valid WA State Driver License, clear driving record and reliable transportation (upon hire)
- Cell phone (upon hire)
- US bank account for direct deposit (upon hire)
- DD Specialty Training (within 90 days of hire)
- Right Response Training (within 90 days of hire)

Physical Requirements of the Job:

- Frequent standing, walking and sitting
- Pushing, pulling, crouching and reaching as required
- Ability to work in a variety of work elements including outside in both warm and cold temperatures
- Occasional lifting and carrying up to 25 pounds
- Must be able to work at computer or desk area for extended periods of time

Responsibilities:

- Provide services unique to each individual based on their skills and abilities and their vocational goals
- Understand each individual is unique in their need for supports. These supports include understanding the nature of a person's disability, values, culture, history, strengths and weaknesses
- Develop communication techniques specific to each individual
- Support Cascade Connections' customers in achieving goals and objectives based on the individual's Employment Plan and the goals they have set for themselves
- Participate in the development of employment plans for customers served
- Provide appropriate training/coaching for individuals on a one-to-one basis
- Identifying potential barriers/support needs for employment
- Providing support to overcome past barriers to employment
- Following and, occasionally creating, Positive Behavior Support Plans
- Support participants with utilization of community resources
- Assist in social skills development, communication skills, on-the-job training, verbal cues, transit training, money management, consumer choice, task breakdown, personal safety, informed choice, self-esteem, personal empowerment and self-advocacy

- Utilize appropriate training methods such as job analysis, task analysis, positive behavior supports, cue and prompting strategies
- Accurately track and turn in time sheets for consumer employees
- Develop community integrated employment and assessment sites
- Develop natural supports to enable people to work as independently as possible
- Coordinate logistics with all parties involved (customers, family, residential, transportation, & employer)
- Provide relief coaching in areas needed including, filling in when others are sick or support individual placements
- Maintain precise written documentation of all support provided to customers
- Participate in regular meetings with team and/or Program Director regarding the progression of customers goals and next action steps
- Maintain accurate data and documentation of community placement, including location, length of placement, contact name and number, job retention statistics, wage and work hours, pay stubs, and other pertinent information
- Ensure all paperwork is completed thoroughly and submitted in a timely fashion
- Attend required trainings
- Maintain confidentiality for all customers of the agency
- Provide assessments of vocational skills and work readiness
- Knowledge of ADA and reasonable accommodations.
- Providing a positive role model for interactions between individuals we serve and community members
- Abide by agency policies and procedures
- Adhere to the dress and appearance standards consistent with the position
- Perform clerical activities to support the overall efficiency and effectiveness in the service delivery provided by Cascade Connections including but not limited to answering the phones and greeting customers
- Other Duties as assigned

Cascade Connections is an Equal Opportunity Employer and stands committed to Affirmative Action.