

Strengthening Community, One Person, One Family at a Time



JOB ANNOUNCEMENT

Title: Employment/ Vocational Counselor
Supervisor: I/DD Employment Manager
Hours: 37.5 hrs. a week

FLSA: Non-exempt
Classification: Full-Time
Pay Rate: \$17.00 p/hr

Required Responsibilities:

Under direct supervision of the Employment Manager, the Employment/Vocational Counselor will be responsible for the development and operation of employment services.

Required Responsibilities:

- Provide oversight of ACCES-VR and OPWDD funded Supported Employment Services.
- Complete all required training hours prescribed by funders.
- Provide services, documentation and billing within designated time frames.
- Provide guidance through one-to-one vocational counseling to consumers.
- Develop a collaborative relationship with funders and the consumer's natural and collateral support.
- Provide job development for either paid or unpaid work.
- Conduct site visits per best practices.
- Maintain long-term follow up services to consumers.
- Provide limited case management services when necessary.
- Develop and maintain good working relationships with community employers.
- Performs other duties as assigned.
- Keep abreast of all state and agency regulations/operations procedures.
- Responsible for conduct, safety and supervision of individual participating in activities.
- Attend staff meetings and trainings as scheduled by supervisor.
- Maintain core-training requirements.
- Respond to quality assurance request for documentation.
- Abide by The Community Place Code of Conduct.

Physical Elements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk distances; use hands and fingers to handle, or operate computers, objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift, and/or move up to 10 pounds and specific vision abilities required by this job include close vision and ability to adjust to distances and focus at various distances.

Qualifications:

Preferred: Bachelor's degree plus 1-year of relevant human services experience, or an Associate's degree in human services and 2+ years of relevant experience. Must have a current NYS driver's license with a clean driving record. **A criminal background check will be conducted as a condition of employment.**

I have read, understand, and been given the opportunity to ask questions about the duties of my position:

Employee Signature: _____ *Date:* _____

Supervisor Signature: _____ *Date:* _____

THIS JOB ANNOUNCEMENT DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency's current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce which mirrors the diversity of recipients of agency services. We are an Equal Opportunity Employer