

## **ABILITIES NETWORK JOB DESCRIPTION**

**Job Title:** Case Worker, Employment Specialist  
**AN Classification:** Support  
**FLSA Classification:** Non-exempt  
**Reports To:** Program Director

### **KEY DUTIES AND RESPONSIBILITIES:**

Actively supports assigned consumers and guides them in accessing appropriate employment resources to obtain employment in the community.

Actively pursues employment opportunities that fit the interests, preferences, skills and abilities of each assigned consumer.

Actively develop positive relationships with employers throughout the community to facilitate successful placements of consumers. Broadly educate employers and community at large to promote community independence of all individuals we serve.

Follows employment service plan and/or Individual Plan based on funding/ voucher requirements as created by Case Manager. Communicates to Case Manager necessary modifications to the plan.

Discusses work progress with Case Managers and supervising Program Director appropriately. Communicates effectively with team members.

Maintain consistent pro-active communication with DORS and all other involved parties. Performs other activities required by regulatory/accrediting agencies.

Continuously monitors DORS funded hours for each individual.

Be aware of all individuals within respective office/Towson regions seeking employment and communicate job leads to primaries.

Promptly and actively participates in required training and professional development opportunities.

Prioritizes well between consumer assignments, paperwork and other duties. Specifically, job development with DORS and DDA-S/E funded consumers in assigned region/office is given first priority. Secondary priorities as work time allows are job development for other consumers as identified by Program Directors and on site job coaching for both DORS and Supported Employment.

Maintains availability to work a typical schedule of 40-50 hour work weeks with evenings and weekends as necessary.

Continuously searches and expands knowledge of community resources related to employment. Shares resources with co-workers.

Provides quality support to CSLA and ISS consumers if employment related support is not available.

Collects, submits and maintains documentation required by DORS/DDA/Abilities Network within required time frames. Maintains accurate Efforts in ETO, including submission of accurate Efforts for all work on a daily basis. Reviews and monitors Efforts for all primary consumers and Monthly Job Coaching Progress Reports focused on goal completion within required time frames. Submits accurate timesheets, travel and expense reimbursement forms in a timely fashion.

Demonstrates a strong understanding and dedication to Abilities Network's MISSION and GUIDING PRINCIPLES. Actively promotes and represents agency philosophy through all interactions with both internal and external customers. Markets services to potential employers and other referral agents. Performs all miscellaneous duties as assigned necessary to fulfill the MISSION of Abilities Network.

### **KNOWLEDGE, SKILLS & ABILITIES**

Requires a minimum of a High School diploma with some college preferred.

Must have transportation, as necessary, to fulfill the duties and responsibilities of the position. Position is based in community with minimal office time. Requires daily travel throughout assigned region.

Must have excellent time management and customer services skills. Strong ability to think creatively and develop strong internal and external relationships and resources. Must be confident and comfortable working in the field independently.

Must be available to work a 40-50 hour work weeks, with evenings and weekends as necessary.

Must have convenient access to a personal computer with Internet Explorer that enables daily entry of Efforts into ETO remotely.

### **PHYSICAL REQUIREMENTS**

Must be able to push, assist, and transfer the weight of an average adult in and out of a wheelchair. Must be able carry materials weighing up to 25 lbs. Must be able to stand for periods up to 3 hours in duration.

**Starting Hourly Rate: \$12.01 per hour**

**Hourly Rate Cap: \$16.35 per hour**