



## **JOB DESCRIPTION FOR COMMUNITY SERVICES SPECIALIST**

### **Purpose:**

Provides case management, counseling and case coordination services and employment related services to TANF/VIEW recipients participating in the grant project. Arranges or provides pre-employment services, independent living skills services and assessment and counseling services. Provides employment services in accordance with the vocational plans devised with the assistance of Vocational Rehabilitation Counselors and Social Services Staff. Initiates contact with employers to find appropriate jobs for clients. Counsels clients on job search strategies. Assists clients in arranging transportation to jobs. Provides training and follow-up services.

**Reports to:** Rehabilitation Services Manager

**Status:** Salaried; non-exempt. No supervisory responsibilities.

### **Essential Functions:**

1. Meets regularly with staff from the local Departments of Social Services, Department of Rehabilitative Services, WorkSource and contracted agents to discuss potential candidates for participation in the grant project and to report on progress with those already receiving services. Participates on the Referral and Advisory Team.
2. Decides whether or not to refer the client for assessment services through DRS or a private provider. Coordinates the assessment services and then works with the Team to decide on what further services (such as counseling, independent living skills, child care, transportation) are needed, and who will provide the services.
3. Reviews information concerning the clients' strengths and limitations, aptitudes, interests, and history, and the clients' progress during the pre-employment phase. Works with the client and enlists their cooperation in participating in the employment phase of the project. Coordinates with Social Services and DRS to assure participation with DRS services (if applicable), with child care and transportation and in beginning the job search process. Maintains an active case management role and provides direct services when necessary.
4. When a job is found for the client, provides direct training and support, counsels the client on strategies for keeping their jobs, and provides employers with support that may help them deal better with the client. Checks with employers and the employed clients at least twice a month following job placement and offers counseling when necessary. Continues to coordinate case management services with the involved agencies and the client. Provides additional counseling and intervention services as necessary.
5. Maintains all necessary documentation and writes reports as needed to fulfill this project.

## **Qualifications**

1. Bachelor's degree in Rehabilitation, Sociology, Psychology or related field (or a combination of college and work experience equivalent to a four-year degree);
2. At least one year of experience providing direct services, in a professional capacity, to a disabled population, or not less than two years experience with individuals with disabilities by providing indirect services such as referrals or intakes;
3. A desire to provide high quality services to people with disabilities; and
4. A demonstrated belief in supported employment.