

# Clausen House Adult Education Program

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## Job Description

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**Position Title:** Supported Employment Coordinator                      **Department:** Supported Employment

**Incumbent:** \_\_\_\_\_                      **Supervisor:** Director of Supported Employment

**Status:** Full Time, Regular, Non-exempt

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### **PURPOSE:**

Develop Community-based employment opportunities and provide work-related support services to adults with developmental disabilities.

### **ESSENTIAL FUNCTIONS:**

- Assist the SE Director in screening and evaluating referrals.
- Process intakes, complete and submit applications in accordance with Clausen House admissions policies and Department of Rehabilitation requirements.
- Complete and update all job development plans for individuals entering the program.
- Develop and teach vocational centered curriculum designed to educate and prepare program participants for job placement.
- Provide pre-placement support services to program participants by creating resumes, submitting online applications, transporting participants to interviews and other tasks as deemed necessary by the Job Developer.
- Create and maintain a monthly training calendar and track attendance and involvement of program participants.
- Coordinate classes and appointments for all pre-placement program participants.
- Meet weekly with Job Developer to discuss progress and potential barriers of persons served.
- Collaborate with case managers, families and other support staff to resolve pre-placement participant issues.
- Conduct and submit situational assessments as requested.
- Provide opportunities for currently employed program participants to increase their knowledge of a variety of work related topics such as job retention, self-advocacy, communicating effectively etc.
- Resolve employer issues and concerns as relayed by Job Coaches, the Job Developer and/or the SE Director.
- Provide job coaching support as requested by the SE Director.
- Assist in scheduling job coaches as instructed by the SE Director.

- Complete and submit in a timely manner all departmental paperwork including monthly job development reports, job coaching notes, individual progress reports and other documents as required by Clausen House, the Department of Rehabilitation, and Regional Centers etc.
- Participate in agency and employment related groups, meetings and trainings.
- Keep the SE Director apprised of all situations that may be beneficial or detrimental to staff, program participants or the agency in general.
- Adhere to policies and guidelines as outlined in agency, CARF, safety, disaster and personnel manuals.
- Handle confidential information with discretion and accountability.
- Assume responsibility for the Supported Employment Program in the absence of the SE Director.
- Perform other duties as requested by the SE Director.

### **JOB REQUIREMENTS**

- Possession of effective oral and written communication skills in order to perform the tasks and functions as outlined.
- Ability to prioritize, think critically, problem solve and maintain a professional demeanor.
- Willingness to work a flexible schedule.
- Proficient in Windows based software applications.
- Must demonstrate initiative and the ability to work with minimal supervision.

### **Required Education and Experience**

- Bachelor's Degree in psychology, sociology, education, counseling or related field.
- Minimum of at least 2 years' experience in a supervisory capacity providing services to adults with intellectual disabilities.
- Possession of a valid California Driver's License, insurance and willingness to use personal vehicle to carry out job responsibilities.

### **PHYSICAL DEMANDS/ENVIORNMENTAL CONDITIONS**

- **Endurance –Moving About:** (1/3 to 2/3 of the time) Move from location to location, up to .5 miles or more at a time.
- **Endurance-Overall Strength:** Some sedentary work. Bending, lifting and squatting, with objects weighing up to 10 lbs.

- **Climbing:** Periodic – Does not occur every shift, ascend and descend stairs to make rounds of building.
- **Location:** Inside/Outside - Work is predominately inside and generally provides protection from weather conditions and temperature changes. Visit consumers at their job sites, attend external meetings.
- **Stairs/Steps:** Periodic – Does not occur on every shift. Ascend and descend stairs, steps or similar uneven surfaces to access any required work area or other areas related to functioning in the workplace.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_  
Director of Supported Employment

**Date:** \_\_\_\_\_