
Job Posting

Job Title: Employment Training Specialist
Employment/Status: Professional

Department: Project HIRE
Employment/Classification: Non Exempt/Part-time (Position ends in June)

Job Summary: To provide intensive on-the-job training and follow-along services to individuals with disabilities.

Location: Generally duties are performed in the Union City community.

Responsibilities:

1. Abide by The Arc of NJ's Code of Ethics - Staff.
2. Represent The Arc of NJ and all persons receiving services in a professional and reputable manner.
3. Complete all documentation in a timely and accurate manner as required by funding agencies, The Arc and/or accrediting agencies.
4. Assure that each individual can travel independently to and from work.
5. Orient each individual to their respective job responsibilities.
6. Orient each individual to work schedule, working conditions, and employer rules, safety procedures, breaks, facilities, and expectations.
7. Work with each individual in the completion of actual job tasks in addition to reinforcing positive work habits.
8. Work within the existing service delivery system to assure that each individual receives necessary support services, training in community activities, and develops interpersonal relationships with co-workers.
9. Remain current on new information regarding supported employment and required trainings (CPR & First Aid) through attending trainings and conferences.
10. Assist in job development activities as assigned.
11. Organize your schedule to maximize direct service hours to consumers of Project Hire services (average 80% of work time as direct billable hours).
12. Provide follow-along support services to the individual and employer after the initial training period.
13. Ensure adequate vehicle insurance coverage for use of personal vehicle for business use during work hours.
14. Successfully complete all mandatory trainings within allocated timeframes as required by funding source and/or The Arc of NJ.
15. Perform any additional assignments or duties as requested by supervisor.

Qualifications: Bachelor's Degree preferred in related field of social work, experience working with individuals with developmental disabilities a plus. A valid driver's license, insurability by The Arc of NJ's automobile insurance carrier, valid vehicle insurance and reliable vehicle. Physicians note clearing the employee to work as an Employment Training Specialist.

Immediate Supervisor: Job Developer **Direction of Others:** None



Achieve with us.

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Salary Range: As per agency Guide

Disclaimer Clause: This job description and specifications are not intended and should not be construed to be an exhausted list of all job responsibilities, skills or working conditions associated with this job. They are intended to be an accurate reflection of the principle requirements of the position within this Agency's operation. The Arc of New Jersey is an Affirmative Action / EEOE Employer

EMAIL OR MAIL: Letter of interest and resume on or before 11/13/15 to:

The Arc of New Jersey, Project HIRE, 985 Livingston Avenue, North Brunswick, NJ 08824

Attn: Assietou Khoussa

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