

OWL
Opportunity for Work and Learning
Employment Coordinator/Specialist

Position Summary:

Responsible for the rehabilitation services which lead to successful community based employment of consumers with disabilities and barriers to employment. Responsible for facilitating work readiness and job placement and retention activities for OVR, SNAP E&T, Workforce Reentry, and other initiative program participants. Responsible for maintaining communication with all relevant parties involved with the consumers and awareness of available community resources and provides appropriate referrals for consumers. Documents all consumer related issues per company policy and as required by referral sources.

Essential Functions:

- Works as Employment Coordinator/Specialist for assigned consumers referred by OVR and other community partners.
- Provides vocational counseling for consumers to promote productive work attitudes and skills
- Assists consumers with job readiness and workplace essential skills (i.e., job search, completing applications, resumes, cover letters, interviewing soft skills etc.) as appropriate.
- Develops employment opportunities with employers.
- Assists consumers in obtaining appropriate jobs that meet their specific goals.
- Partners with the Lexington Manufacturing Center and other potential employers in transitional employment and work adjustment programs.
- Assists consumers in managing issues that may hamper potential job success.
- Provides “on-site” job support and coaching for consumers and employers.
- Provides continuing follow-up services while consumer is in job retention status.
- Maintains case files and computerized case management database.
- Completes all documentation and reports in a timely fashion, per company and referral source policy.
- Networks with employers and referral sources.
- Implements new methods and controls to improve efficiency of and utilization of programs.
- Strives to ensure maximum consumer, employer, and referral source satisfaction.
- Presents OWL Center Program information to interested, outside parties.
- Maintains good working relationships with other OWL Programs.
- Maintains CPR and First Aid Certifications and participates in professional development activities as needed for best practices.
- Performs other job-related duties as assigned.

Requirements:

Ability to work independently and as part of a team. Excellent written and verbal communication. Demonstrates computer and Internet knowledge proficiency. Demonstrates interpersonal skills to work with a vast array of individuals. Effective time management and organization skills. Ability to multi-task as needed.

At times, will have to go to job site with consumer and be able to perform the consumer’s job in order to teach it to the individual. Physical demands could include prolonged standing, repetitive use of the hands and arms, medium lifting, bending, and climbing.

Qualifications:

- Minimum educational requirement: Bachelor Degree in Rehabilitation Counseling or closely related field. Educational requirements must be verified prior to employment. Experience working with individuals with disabilities and/or barriers to employment experience may substitute for education.
- Preferred Master Degree in Rehabilitation Counseling.
- Minimum work experience: At least 6 months of experience in a rehabilitation setting, or completion of rehabilitation internship, or one year of supervisory experience in business.
- Valid Kentucky Driver’s License with good driving record.