

**SYCAMORE SERVICES, INC.**  
**POSITION DESCRIPTION**

TITLE: Employment Consultant

DEPARTMENT: Employment Services

JOB ANALYSIS CONDUCTED: May 1992                      REVISED: March 2017

Note: Statements included in this description are the essential functions of this position.  
Other non-essential functions may be assigned.

Relationship

Reports to: Director of Employment Services

Supervises: None

Other Internal contacts: Other Employment Consultants; Directors; Community Consultants; Day Services Staff (as applicable); Participants

External contacts: Businesses; Employers; State/Federal Employees; Funding Sources; Families; Care/Providers; Other Human Service Providers.

Work environment: 10% Office; 90% Businesses and Community Locations

Scheduled work hours:

Job Summary

Develop employment opportunities and coordinates with employers the hiring, training, and necessary on-going supports required by individuals with disabilities to maintain employment. Facilitate positive relationships between co-workers with and without disabilities to ensure successful employment and to maximize opportunities for lasting relationships. Assist and support people with disabilities in gaining citizenship, involvement in their communities, and the development of friends and supports outside of the human service system.

Job Qualifications

- A. Bachelor's degree in Rehabilitation, Special Education, Public Relations, or closely related discipline, four years experience in human services related to people with disabilities, or a combination of education and work experience equaling four years.
- B. Knowledge of Supported Employment, Social Role Valorization, and/or direct experience in job development, task analysis, data collection, job analysis, and work site training is preferred.
- C. Membership in professional, business, or community organizations is an asset.
- D. Demonstration of excellent verbal and written skills.
- E. Must be able to keep accurate documentation.
- F. Valid driver's license needed to provide effective transportation to work sites.
- G. Work non-standard/flexible hours.
- H. Ability to lift a minimum of 35 pounds: upper body leverage strength required.

## Essential Functions

- A. Planning
  - 1. Conduct comprehensive analysis of interests, skills, and needs for support in the process of career planning for all persons assigned.
  - 2. Ensure that efforts are undertaken to implement the individual choices of each person assigned.
  - 3. Develop plans for specific job development efforts.
  - 4. Plan for all supports required for successful employment retention and coordinates efforts with family, care-providers, co-workers, community members, and others.
- B. Employment Development
  - ~~1.~~ Responsible for the development of quality employment opportunities for persons with disabilities.
  - 2. Market supported employment services to employers.
  - 3. Assess appropriateness of work by conducting job and compatibility analysis.
  - 4. Provide education and consultation to employers.
- C. Employment Support
  - 1. Provide directly, or as a consultant to the employer, all necessary supports to ensure successful employment.
  - 2. Use systematic instructional techniques, collection and interpretation of data, and natural and planned supports.
  - 3. Provide on-going technical assistance to the employer.
  - 4. Provide support or training necessary outside the work setting to ensure success which may include, but is not limited to: transportation, grooming/hygiene, social skills, family or personal counseling, and communications with significant others.
- D. Advocacy
  - 1. Communicate and interact with significant people in the lives of supported employees to ensure successful employment. Coordinates necessary supports outside the work environment with community resources.
  - 2. Facilitate natural supports and the development of close relationships both within and outside the work setting.
  - 3. Act to strengthen connections to the community to ensure successful employment and lessen dependency on the human service system.
  - 4. Provide disability awareness training, as appropriate.
- E. Assurance
  - 1. Provide input for the development, implementation, and monitoring of Individual Service Plans for persons assigned.
  - 2. Act as case manager to ensure quality and coordination of services.
  - 3. Maintain all required documentation and needed data.
  - 4. Maintain accurate time/billing records and submit as supervisor requests.
  - 4. Maintain open communication with funding sources, other service providers, state/federal agencies, families/care providers, and significant others.
  - 5. Assess the satisfaction of consumers and their families with service providers.

F. Sycamore Services Team

1. Promote and uphold the agency's mission statement.
2. Promote a sense of team through mutual respect and assisting co-workers as needed.
3. Work with a variety of individuals in different settings.
4. Work a flexible schedule with non-standard hours.
5. Perform other duties as assigned.

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Approved

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Date