JOB DESCRIPTION FOR: Employment Navigator

WORK SCHEDULE: Full Time

EXEMPT/NON-EXEMPT:

SUPERVISOR’S TITLE: Program Manager

POSITIONS SUPERVISED: None

GENERAL DESCRIPTION:
The primary responsibility of this position is to assist in the planning, authorizing and monitoring of employment supports to job-seekers with developmental disabilities in their local communities. The Employment Navigator has the knowledge and expertise necessary to initiate successful planning and coordination of supports in order to help job-seekers gain meaningful employment, as well as sustain those jobs, and to increase the likelihood of career advancement. This position will Coordinate and support Front Steps client in developing and attaining their customized goals.

ESSENTIAL JOB FUNCTIONS:
• Drafts and develops person-centered support plans that assist job-seekers and their supporters to have a fuller understanding of how having a career, and a life, in the community fit together, and how effective, persons-centered supports can help to make this happen.
• Coordinates employment services by linking and referring individuals to needed services and supports offered by partner agencies and providers, routinely communicating with all parties involved (including individuals, their families, proviers, and other team members), and assisting the support team to focus on outcomes.
• Authorizes and monitors waiver and other employment supports, to ensure outcomes, and in accordance with a well-structured person-centered plan.
• Evaluates the individual’s current job satisfaction and identifies any possible risks to continued employment, as well as ensuing business satisfaction with the process.

KNOWLEDGE, SKILLS, ABILITIES & CHARACTERISTICS REQUIRED:
• Has wide-ranging knowledge of systems and resources involved in getting and keeping a job in the community, including working relationships with Opportunities for Ohioans with Disabilities (OOD), local school districts, Ohio Means Jobs (OMJ), and businesses/employers in the community.
• Has a comprehensive understanding of where each job-seeker being supported is on the Path to Employment, and uses that insight to develop short- and long-term supports that assist job-seekers in progressing toward vocational goals (including career advancement once the individual has a job).
• Understands the funding mechanisms used in providing employment services (through OOD and DODD), and has strong working relationships with employment services providers, knowing what each of their capacities and expertise are.
• Knows when paid services should be accessed through OOD and DODD and when supports outside of those systems (including those offered at Ohio Means Jobs) should be accessed.
• Has a deep-seated belief that the individuals being supported can enter the workforce and be successful, with proper planning and support.
• Exhibits strong communication, administrative and organizational skills.

REQUIRED CERTIFICATION/LICENSE:
Valid Ohio driver’s license with good driving record and proof of insurance; adhering to the minimum requirements of Ohio’s Financial Responsibility Act. CPR certification plus First Aid and non-violent physical crisis intervention training (within 60 days of hire). Must provide the agency with proof of valid automotive insurance yearly. Must not have more than 6 points on driver’s license. Must provide copies of degree if applicable. A copy of all professional licensures and or degrees must be provided (if applicable).

PHYSICAL DEMANDS:
Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents, operate standard business office equipment and motor vehicle, with an ability to work effectively in a multi-tasking environment. Duties are performed in a multi-story facility without mechanical lifts, and within the community. Employee must have ability to operate and access to a reliable motorized vehicle during work hours.

WORK CONDITIONS:
Work performed within the community including the transportation of client. Hours of work may exceed normal business hours.

JOB DESCRIPTION REVIEW
I understand this job description and its requirements; and that I am expected to complete all duties as assigned. I understand the job functions may be changed from time to time. I will be able to perform the essential functions of this position with or without and accommodation. I understand that if I will need an accommodation for this position, I will inform the supervisor or a representative from the Human Resources Department of my accommodation needs.

Employee Signature

Date

I certify that I have received a copy of my job description.

Dates of annual review of job description and updates, if necessary, and authorized signature of approval

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