

JOB TITLE:	<i>IDVR Summer Youth Employment Program Job Support</i>
DEPARTMENT:	Employment Services
RESPONSIBLE TO:	Vice President
SUPERVISES:	None
FLSA:	Hourly, Non-Exempt

BASIC PURPOSE: Support the Mission and Core Purpose of Tesh, Inc. by offering choices and opportunities to people of all ages seeking greater independence, self-sufficiency, and participation in their community through education and training in partnership with the goals and objectives of IDVR's Summer Youth Employment Program for Students with Disabilities.

JOB SUMMARY: Through modeling and teaching work skills and professional behavior, provide individualized training supports for young adults who have varied abilities and disabilities and are students in the IDVR Summer Employment program, a collaboration between Idaho Voc Rehab and Tesh, Inc. Tailor training to meet the needs of the worker and the employer, providing communication supports between employer, worker, and instructor. Assure all quality assurance and funding agency required documentation is maintained accurately and submitted on a timely basis.

ESSENTIAL DUTIES:

Client Worker Supports: Learn essential job duties and industry standards for the position to which your client has been hired; assist the client worker to build their efficiency on the job and help them to increase their independence at the job over time. Break down new tasks into smaller steps, which are easier to learn. Maintain on-going, regular contact with client worker and the employer to identify and facilitate necessary supports. Help worker develop healthy working relationships by encouraging appropriate social interactions with customers, co-workers, and management. Assist in determining if reasonable accommodations are needed for worker to perform essential duties of the job. Develop and implement individualized training plan tailored to meet needs of the worker, expectations of the employer, and designed to help worker reach self-sufficiency.

Client Interaction: Through modeling and teaching, demonstrate integrity, punctuality, dedication to quality work performance, and appropriate dress for the work site. Provide supports as defined by the worker's work and coaching schedules. Ensure that all interactions with worker are appropriate, professional, and promote increased independence. Listen to the worker, provide them encouragement, give them tips on how to perform to their potential, and give them accurate and honest feedback about work performance. Help correct behaviors or approaches that are not positive in the workplace. Identify and facilitate natural workplace supports, encourage social integration, and help worker adapt to any barriers, which might affect employment or success.

Employer and Community Interaction: Support employers through strong listening and customer service skills; responding quickly to questions or concerns regarding the individual working at their location. Provide employer with information worker specific information as related to job success while protecting the privacy rights of the client. Develop and maintain positive working relationships with employers, funding agencies, and parents or guardians (if client is not their own guardian). Nurture work sites in order to promote future work trial locations.

Record Maintenance and Documentation: Maintain accurate, timely, and objective hard copy and online records relating to worker performance on job sites. This includes daily reporting. Prepare necessary reports for referring agencies and members of management team. Attend and contribute to weekly staff meetings

AGENCY EXPECTATIONS:

- Attendance: Due to the length of the program, daily attendance is mandatory unless there is an emergency.
- Flexibility and Time Management: Must be willing and able to adapt to schedule changes on a daily basis. Must be available for fluctuating shifts based on jobs and businesses in which workers are placed. Must effectively monitor and record use of time, particularly in order to be productive and maintain 80% billable hours.
- Physical Requirements: Ability to lift up to 50 pounds as needed on job sites. Ability to stand minimum of three hours on various flooring types; bend, twist, stoop on a regular basis; walk and sit as required to fulfill duties at all training and work sites. Work tobacco, drug, and alcohol free.
- Driving Requirements: Must have valid driver's license, good driving record, proof of liability insurance, and ability to responsibly drive a Tesh or personal vehicle especially if transporting a worker.

QUALIFICATIONS:

Graduation from standard high school or its equivalent required. Minimum of two years of successful work experience in any work setting required. Experience teaching or coaching desired. Minimum of one-year experience working with individuals with developmental or mental disabilities strongly desired. Must have an interest in supporting individuals with disabilities with employment goals in the community. Must have excellent customer service skills, and strong oral and written communication skills. Must be comfortable using Microsoft Office Word and Excel in an employment setting. Must pass criminal history and drug/alcohol screen, and be willing to meet all expectations associated with a drug, alcohol, and tobacco free workplace. Must have access to reliable transportation and be willing to use it on the job as required (mileage reimbursement is provided.)

WORK SCHEDULE: During Summer 2018 (project schedule: June 12 – July 28), up to 40 per week as defined by the student's training or work rotation schedule. Additional hours outside time with client(s) is unlikely.

COMPENSATION: \$11.50 per hour. Position considered part time, seasonal work. Overtime eligible if over 40 hours worked in one workweek, prior approval required before working overtime; no overtime expected.

Equal Employment Opportunity ~ Affirmative Action

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____