

GOMPERS

JOB DESCRIPTION

Job Title: Employment Support Professional
Department: Employment Services
Reports To: Employment Services Production Supervisor
FLSA Status: Non-exempt

OBJECTIVE

Responsible for teaching and training members individually or in a group setting. Assist in tracking individual program goals and objectives, involvement in contract work, contract supervision and quality control.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as necessary.

1. Supervision of members in the program setting and in the community.
2. Provide members with training in contract work.
3. Assure quality of members' work.
4. Maintain program documentation, implementation, safety and cleanliness.
5. Provide assurance of human and civil rights of members.
6. Assist in crisis intervention as needed.
7. Be familiar with emergency first aid procedures and accident reporting procedures.
8. Maintain good relations with members, guardians, co-workers, and the public.
9. Maintain a manner and appearance that reflects the organization.
10. Drive van safely and within all guidelines and laws.
11. Assist members in getting on/off the van.

SUPERVISORY RESPONSIBILITIES

1. Supervises the activities of members in the workshop.
2. Assist members in community based employment and enclave.

AUTHORITY

This person shall have the authority to complete the above responsibilities subject to the verbal and/or written approval of the Employment Services Production Supervisor and Employment Support Supervisor.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Possess social and communication skills to effectively work with disabled individuals and to establish and perform job responsibilities.
2. Ability to learn the special needs of the individuals served.

EDUCATION and/or EXPERIENCE

A minimum of a high school diploma or G.E.D. certificate required.

LANGUAGE SKILLS

Bilingual and/or sign language a plus.

MATHEMATICAL SKILLS

Basic calculations.

REASONING ABILITY

Short term planning skills; judgment regarding quality assurance.

CERTIFICATES, LICENSES, REGISTRATIONS

1. CPR, First Aid, Article 9 and Member Intervention Training. If you do not hold these certifications, Gompers will provide training.
2. A valid Arizona Drive License and a clear 39 month Arizona Motor Vehicle Report required.
3. Fingerprint Clearance Card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift up to 50 lbs.

WORK ENVIRONMENT

The work environment characteristics referred to throughout this job description are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The potential from injuries are limited by implementation of appropriate Member Intervention techniques, but risk still exists of being bitten, scratched, kicked or hit by members. Can be noisy, safety glasses are required in some instances.

AGREEMENT

I have read the job description, discussed it with my supervisor and agree to perform the responsibilities to the best of my ability.

Employee Print Name

Employee Signature

Date

Supervisor Signature

Date