

# PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES POSITION DESCRIPTION

Position Title: **EMPLOYMENT NAVIGATOR**

Department: Children’s Program

Location: 601 Senior Drive, New Lexington, OH 43764

Director: Children’s Program Director

Normal Working Hours: Monday through Friday, 8:00am – 4:00pm, may be able to flex schedule

FLSA Status: Non-exempt, Overtime Eligible

Classification: Classified Civil Service

Salary Range: Range 10, \$16.25 – \$31.54

Safety-sensitive: No

## **SUMMARY**

---

Under direct supervision of the Youth Supports Supervisor, the Employment Navigator (EN) serves as the employment lead for the Perry County Board of Developmental Disabilities (PCBDD) to support eligible transitioning youth and adults. The EN plans and monitors employment support to job-seekers to assist them in gaining training and employment opportunities. The EN works closely with schools and community employment leaders to help youth and adults transition into meaningful work experience. The EN works directly with youth by facilitating and overseeing the PCBDD youth summer camp program.

## **MINIMUM QUALIFICATIONS / EDUCATION / EXPERIENCE**

---

- Must acquire and maintain Ohio Department of Developmental Disabilities (DODD) SSA certification
- Bachelor’s Degree in related field
- Valid driver’s license with own transportation and acceptable driving abstract to meet criteria for insurability
- Candidate should have experience working with people with disabilities and positive community relations experience
- Ability to obtain substitute teaching certifications through Athens/Meigs Educational Service Center (AMESC) and Muskingum Valley Educational Service Center (MVESC)
- Positive experience leading teams
- Proficient computer skills and effectiveness in a mobile working environment

## **KNOWLEDGE / SKILLS / ABILITIES**

---

Knowledge of:

- Agency, state, and federal statutes, rules, policies, regulations, and/or procedures governing employment for people with disabilities
- Systems and resources involved in getting and keeping a job in the community, including working relationships with Opportunities for Ohioans and Disabilities (OOD), local school districts, Ohio Means Jobs (OMJ), and businesses/employers in the community

Skills in:

- Excellent verbal and written communication for effective interaction with internal and external customers
- Human relations and establishing positive rapport with employers, providers, and other members of the community including but not limited to: networking, outreach, administrative duties, and organization

**Abilities to:**

- Maintain confidentiality of records, information, and program matters.
- Understand, challenge, interpret, decide, align, and learn to effectively navigate employment for people
- Develop working/collaborative relationships with employment systems and resources
- Exercise flexibility and capacity to serve and fulfill various roles and responsibilities within the ALA® program, not limited to roles and responsibilities outlined in this position

**PROBATIONARY PERIOD**

---

300 Days

**EXPECTATIONS & WORKING CONDITIONS**

---

*Notice* – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

*Work Environment* – 35% in office, 65% travel and remote work commitments. Regular and frequent travel necessary to support remote work. Routine travel is necessary requiring up to 1-2 hours during the workday being spent traveling in a motor vehicle. May be required to travel out of county. Responsibilities and expectations are performed in a fast-paced, high functioning, and emotionally demanding work environment.

*Time Management / Work Pace* – Evaluate and prioritize tasks to maximize the efficiency. Impose self-discipline to prevent wasted time in non-productive activities. Work Pace is directed and designated by worksite, caseload, or department needs requiring the ability to be self-motivated to plan and organize time and adhere to mandated timelines. May need to exercise flexibility to accommodate varying schedules within the Children’s Program Department. Regular, predictable, and punctual attendance is an essential function of the position.

*Physical Demands* – May require sitting for periods of time, alternating between standing and walking. Significant time may be spent in front of a computer screen. May carry laptop, presentation materials, and other necessary supplies not to exceed 50 lbs.; physical labor may be required. May perform public presentations (standing for potentially long periods of time). Vocal communication is required to facilitate curriculum. Visual acuity is required for preparing and analyzing written work or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Summer camp requires a wide range of increased physical activity.

*Problem Solving / Decision Making* – Work with a proactive approach staying aware of all issues and taking appropriate actions to minimize and prevent issues from developing into problems. Utilize a combination of the PCBDD mission, vision, values, strategic plan, and applicable rules, regulations, and policies as a foundation for decision making.

*Communication* – Promote a welcoming and eager-to-serve atmosphere. Maintain open and respectful communication exercising professionalism as a representative of PCBDD in all external and internal communications, both written, oral, and in-person. Employ conscientious listening skills to truly understand the needs and wants of people, families, staff, providers, and the community.

*Teamwork* – Work collectively with all members of the team as a cohesive unit. Take initiative to lead while supporting and utilizing the individual strengths of each member. Provide and accept constructive criticism in a respectful manner. Work to promote the PCBDD philosophy and mission always.

## **POSITIONS SUPERVISED**

---

None

## **ESSENTIAL DUTIES, RESPONSIBILITIES AND EXPECTATIONS**

---

### **50% EMPLOYMENT NAVIGATION**

Participate in person centered planning to identify the person’s place on the Path to Community Employment. Assist and support Service and Support Administrators (SSAs) working with job seekers on their own identified path and facilitate team development to identify short and long term supports to stimulate progress toward vocational goals. Promote an understanding of how having a career, and a life in the community fit together, and how effective, person-centered supports can help to make this happen.

Assist SSAs to coordinate employment services by linking and referring people to needed services and supports offered by partner agencies and providers; communicate with all parties involved (person served, families, providers and other team members), and assist the support team to focus on outcomes.

Develop relationships with various community organizations, school districts, family advocacy groups, SSAs and providers, in order to promote community employment opportunities for people.

Serve as ALA® Systems Facilitator at designated ALA® sites and/or substitute at other locations, as necessary. Participate in ALA® Frontline Team meetings, as necessary.

### **35% SUMMER CAMP**

Plan, implement, and assist with summer camp activities and events; provide direction to camp staff; develop and implement curriculum; facilitate camp transportation

### **10% SERVICE COORDINATION**

Maintain case notes; evaluate documentation of other providers, ensure services are provided as specified in each individual service plan (ISP). Assist people and their family in evaluating the effectiveness of the services and supports provided, and make adjustments, as appropriate. Maintain necessary records and reports in a timely and accurate manner consistent with agency and regulatory standards. Complete input of targeted case management (TCM), and other billing streams.

Incorporate the results of quality assurance reviews and identified trends and patterns of incidents into the ISP to improve and enhance the quality and appropriateness of services rendered by the person served.

**5% MISCELLANEOUS**

Attend training as necessary to maintain continuing education requirements and to support the employment role.

Serve as mandated reporter and report concerns to ensure health and safety.

Support and perform other duties as assigned and directed by supervisor.

***DECLARATION***

---

As a Perry County Board of DD employee, the job incumbent shall comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all people served by the agency.

I have read the qualifications/requirements for this position and to the best of my knowledge I believe I can perform these duties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date